



UNIVERSITY OF SOUTH CAROLINA

PeopleSoft Newsletter

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Using Dell Punch-Out in PeopleSoft

When making a Dell Marketing Order using PeopleSoft Punch-Out here are some important things to remember:

- Be sure to use updated quotes.
- The quote should **always** match the purchase order.
- Double check the ship to address on the quote and that it matches the ship to on the requisition.

Becky Mahon is the new representative for all Dell Orders. If you have any questions she can be reached at Becky.Mahon@dell.com or (866) 537- 0706, ext. 512-513-8976.

Requesting a New Supplier

To verify a supplier is in PeopleSoft use the navigation:

Main Menu > Suppliers > Supplier Information > Add/Update > Review Suppliers

If a supplier is not in PeopleSoft, please complete the Supplier Information packet found on the Controller's Office website and submit to the Tax Department using the email address apsuppl@mailbox.sc.edu.

It is important to note that a new supplier can not be requested using the Request a Supplier button when creating a Payment Request as this is inactive.

The supplier packet and individual forms have recently been updated. The primary changes involve contact information as supplier maintenance is now handled by the Controller's Office. The new supplier forms are posted on the [Controller's Office website](#) . If you have any questions or concerns, please contact the Tax Department.

Click [here](#) to view additional information.



PeopleSoft Outages

The system will be unavailable due to scheduled maintenance.

Sun. 9/17, 6-10am

Wed. 9/20, 4-8am

Out of Office Reminder

Do not forget to select an alternate user to review and approve transactions while out of the office using the **My System Profile** page in PeopleSoft.

Previous Newsletter Issues

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