Supplier Inquiry

The Supplier Inquiry form is used to view supplier information for use with Purchase Order Requisitions and Payment Requests.

UAB FN Document Entry/Approval → Purchasing: Supplier → Supplier Inquiry
UAB Requisition Input → Supplier Inquiry

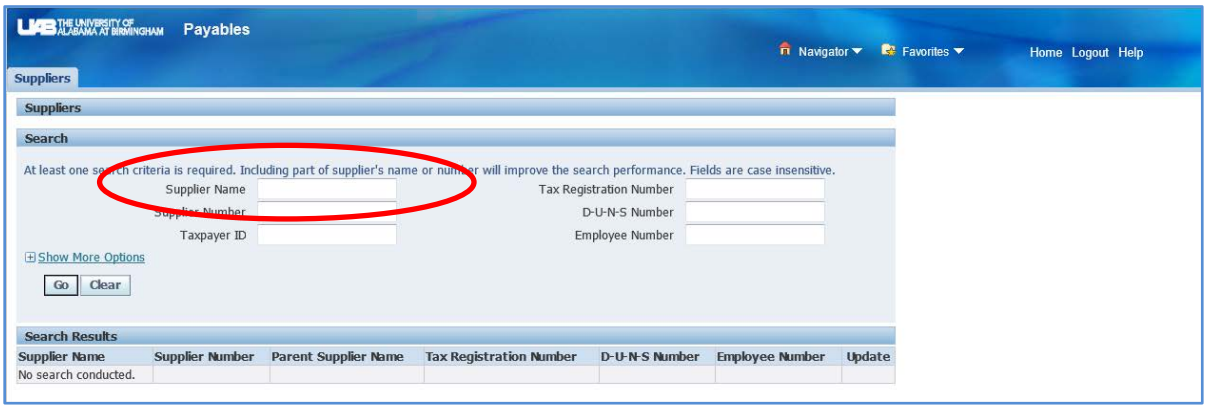
Supplier Inquiry can be used to find information for different types of suppliers. Click on the respective link below to find more information about your desired supplier type.

Search for a Company or an Organization
Search for People Who Are Non-Employees
Search for an Employee

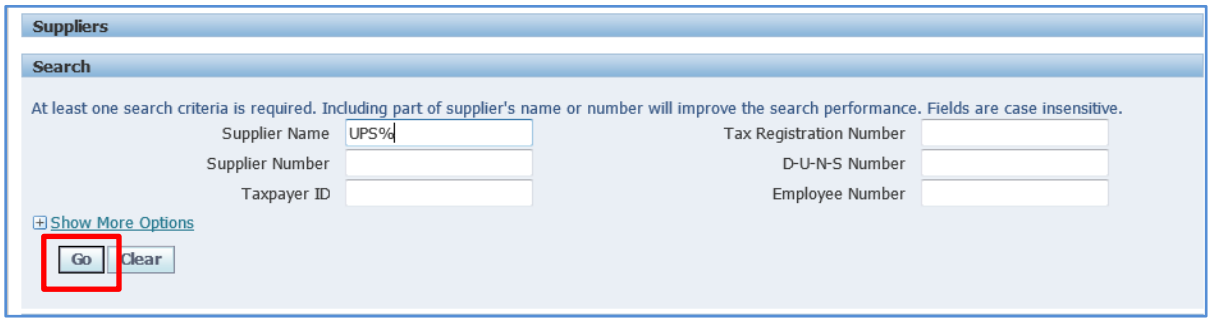
Search for a Company or an Organization

1. After selecting the Supplier Inquiry menu option, the **SUPPLIERS** form will appear. Enter your search criteria in the **SUPPLIER NAME** field.

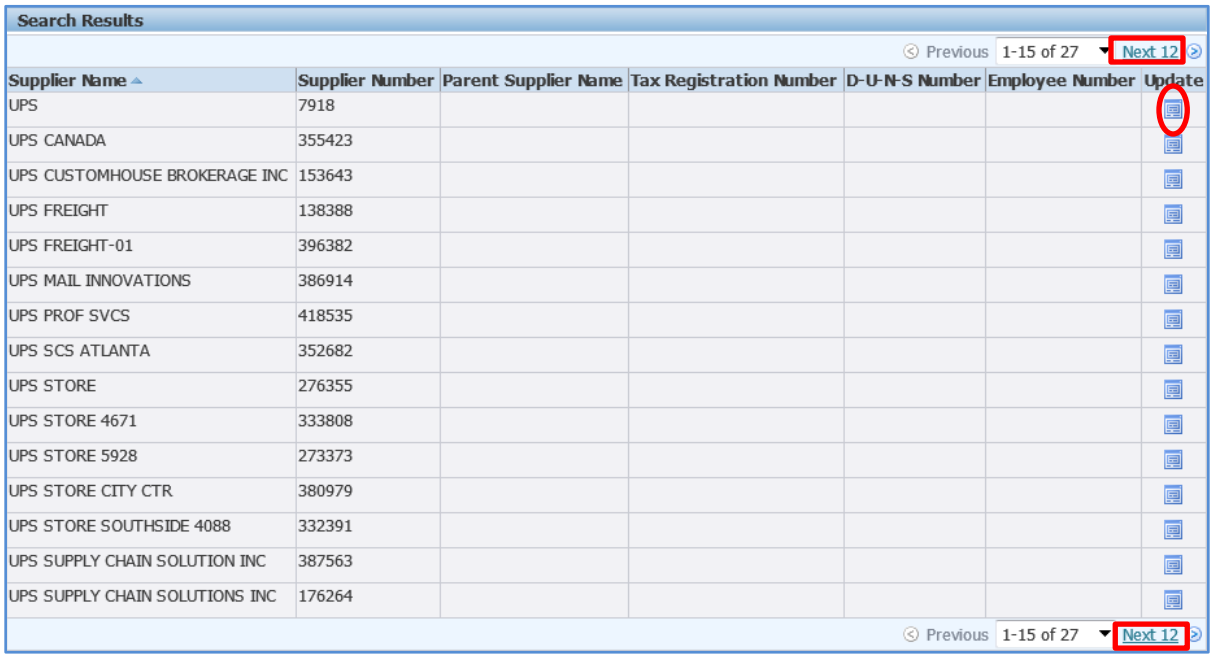
Example: UPS%



2. After entering your search criteria, click on the **GO** button.

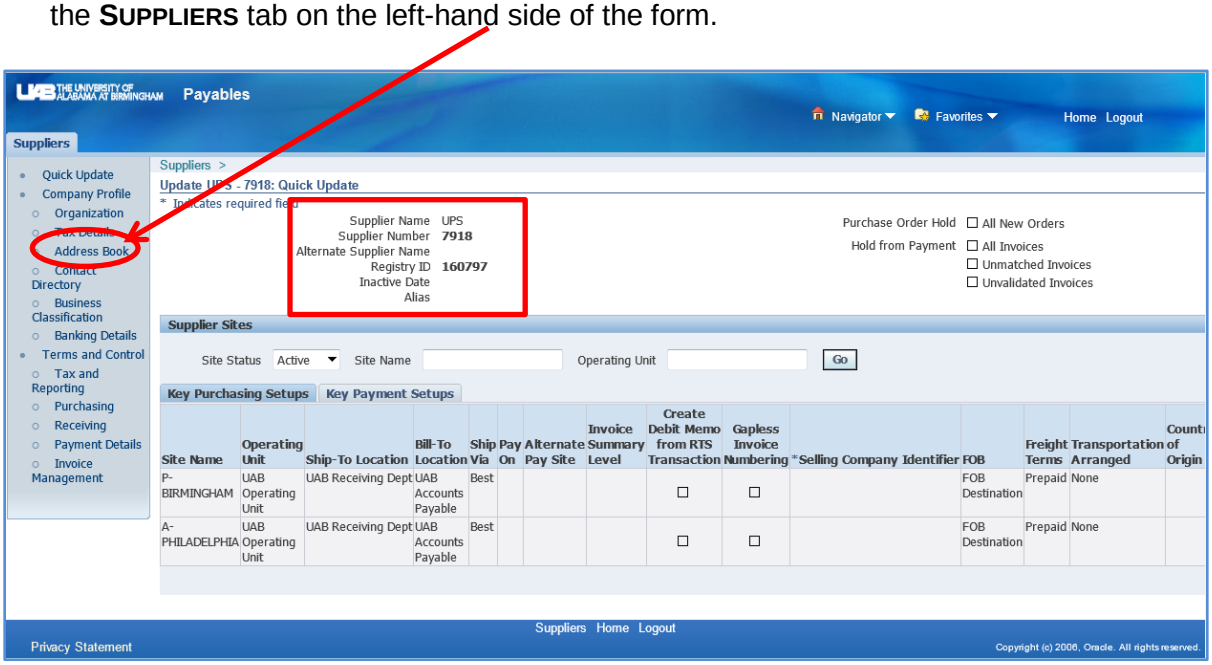


3. Your search results will be displayed under the **SEARCH RESULTS** area of the form. If there are more than fifteen search results, click on one of the **NEXT XX** links found in the top and bottom right-hand corner of the area to view them. To find more information about any one supplier, click on the blue icon found in the **UPDATE** column.

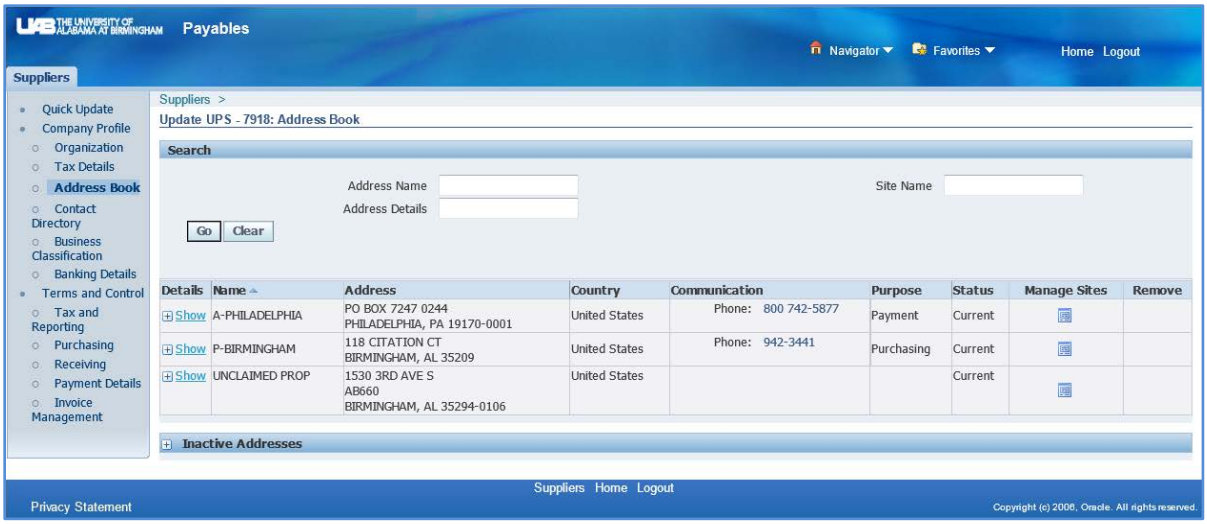


4. The system will route you to the **QUICK UPDATE** form. On this form, you are able to view the supplier's name, number, alternate name (if applicable) and an inactive date (if applicable).

   To find the address details for the supplier, click on **ADDRESS BOOK** link that is found on the **SUPPLIERS** tab on the left-hand side of the form.



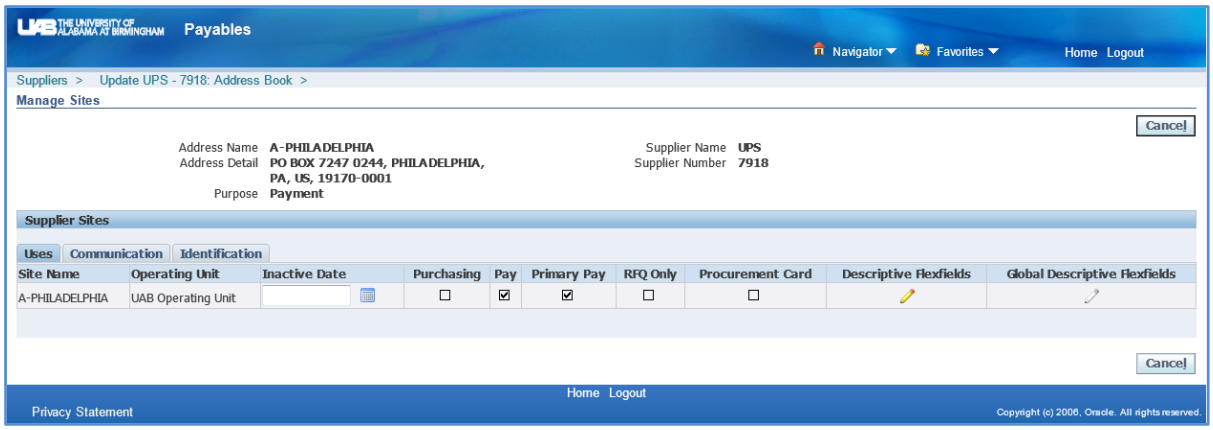
5. The **ADDRESS BOOK** displays the addresses listed for each type of site. Details about the supplier sites are shown in the table below.



Field Name	Description
Name	Displays the site name.
Address	Displays the site's detailed address.
Country	Displays the country in which the site's address is found.
Communication	Contact information for the listed site. This area will include contact numbers for voice as well as fax.
Purpose	Displays the site purpose. If the purpose is *Payment*, this means that the address is a **pay** site and is available to be used with Payment Requests. If the purpose is *Purchasing*, this means that the address is a **purchasing** site and is available to be used with Purchase Order Requisitions.
Status	Displays the site's status.
Manage Sites	Provides additional information about the listed site.
Remove	Field not used.

6. Click on the icon in the **MANAGE SITES** column to view additional information related to the selected site.

7. The **MANAGE SITES** form will display information related to the selected supplier site. Details about the **USES** tab are shown in the table below.



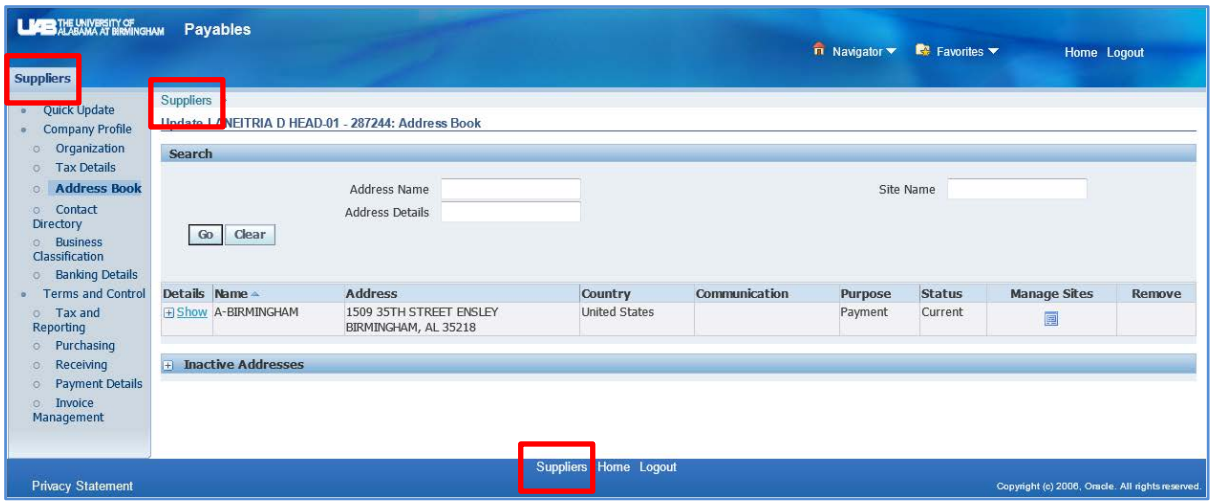
Field Name	Description
Site Name	Displays the site name.
Operating Unit	Displays the operating unit of the university.
Inactive Date	This field is populated with a date if the site is no longer available for use (inactive).
Purchasing	Checkbox that indicates that the supplier site is used for purchasing (PO Requisitions).
Pay	Checkbox that indicates that the supplier site is used for payments (Payment Request).
Primary Pay	Checkbox that indicates that the supplier site is the default payment site. This site will be automatically selected when using this supplier in the Payment Request form.
RFQ Only	Checkbox that indicates that the supplier site is used for quotes only.
Procurement Card	Field not used.
Descriptive Flexfields	Identifies whether or not the supplier can be used in the hospital or facilities.
Global Descriptive Flexfields	Field not used.

8. Press the **CANCEL** button that is located in both the top and bottom right-hand corner to navigate back to the **ADDRESS BOOK** form.

9. To navigate back to your list of search results, click on the back arrow button of your internet browser. You may have to click on your back arrow more than once to get back to your search results.

Warning! Do not press on any of the **SUPPLIERS** links if you want to view your previous search results! Doing so will clear your previous search!

10. To conduct a new search, click on any one of the **SUPPLIERS** links that is found on the **ADDRESS BOOK** form to navigate back to the **SEARCH** form.



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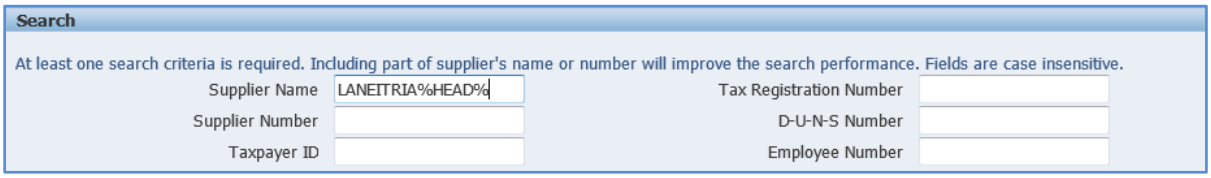
Search for People Who Are Non-Employees

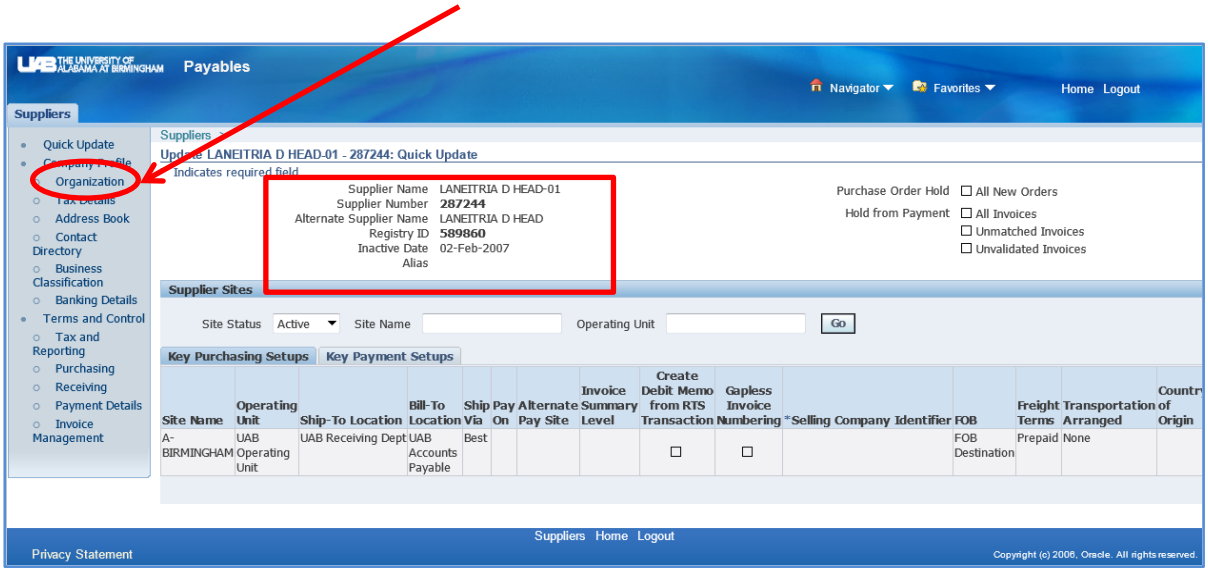
1. After selecting the Supplier Inquiry menu option, the **SUPPLIERS** form will appear. Enter the name of the person in the **SUPPLIER NAME** field using the Firstname%Lastname% format, as shown below.



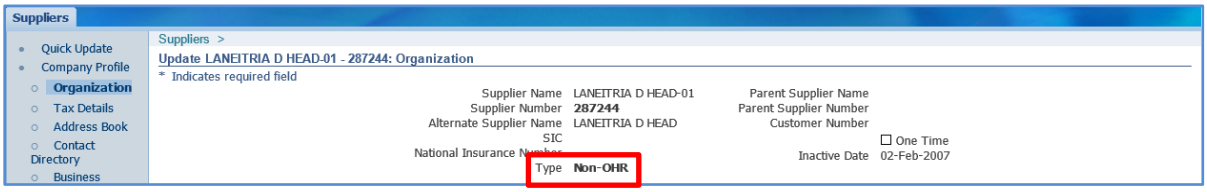
2. After entering your search criteria, click on the **GO** button. If the name of the person you entered is unique, the system will immediately route you to the **QUICK UPDATE** form. If the person's name is not unique, you will be able to view a list of results under the **SEARCH RESULTS** area of the form. If you receive search results, click on the icon in the **UPDATE** column located next to the person's listing to view additional information.

3. On the **QUICK UPDATE** form, you are able to view the person's supplier name, supplier number, alternate name (if applicable) and an inactive date (if applicable).

   To find the person's classification, click on **ORGANIZATION** link that is found on the **SUPPLIERS** tab on the left-hand side of the form.

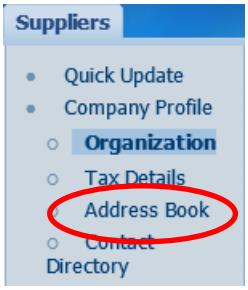


4. The classification type of the person is displayed under the **TYPE** heading. A description of each person type is listed in the table below.

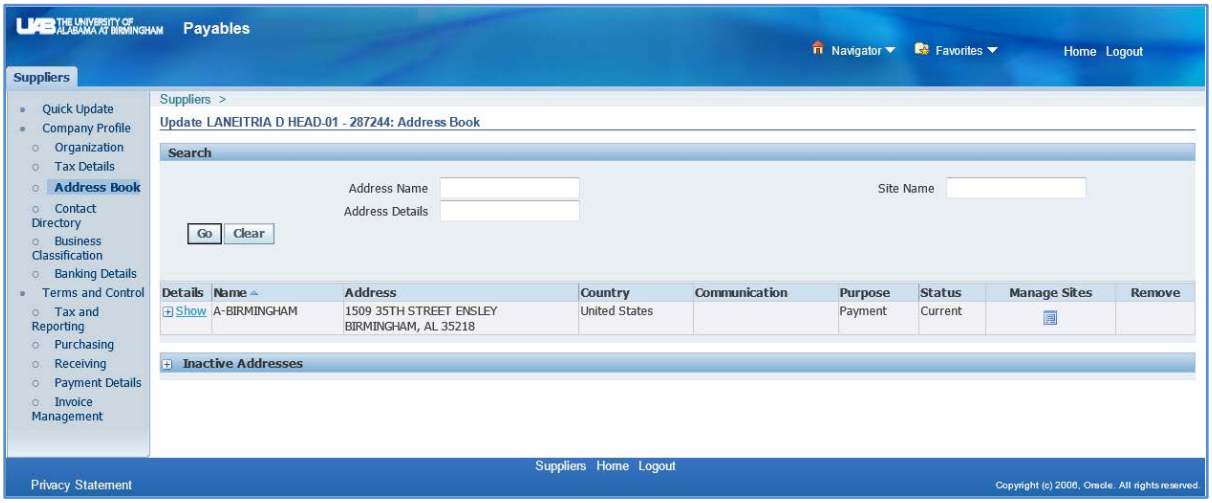


Classification Type	Meaning
Non-OHR	The person is an individual that is not affiliated with UAB.
Patient	The person is a patient.
Student	The person is a student at UAB.

5. To find the address details for the person, click on **ADDRESS BOOK** link that is found on the **SUPPLIERS** tab on the left-hand side of the form.



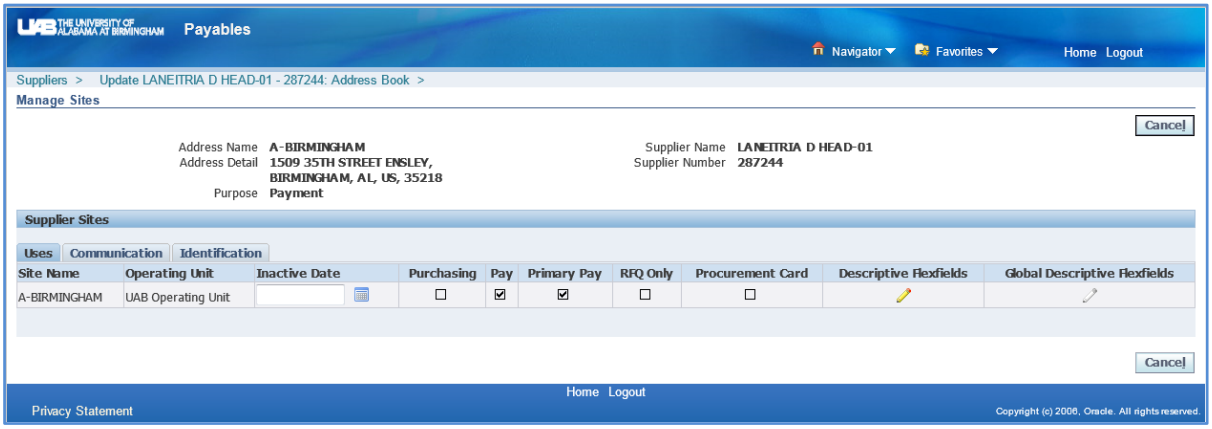
6. The **ADDRESS BOOK** displays the person's address. Details about this form are shown in the table.



Field Name	Description
Name	Displays the site name.
Address	Displays the person's detailed address.
Country	Displays the country in which the address is found.
Communication	Contact information for the listed site.
Purpose	Displays the purpose for the listed address. The *Payment* purpose will generally be the default purpose used for people.
Status	Displays the site's status.
Manage Sites	Provides additional information about the listed site.
Remove	Field not used.

7. Click on the icon in the **MANAGE SITES** column for the site.

8. The **MANAGE SITES** form will display information related to the selected supplier site. Details about the **USES** tab are shown in the table below.



Field Name	Description
Site Name	Displays the site name.
Operating Unit	Displays the operating unit of the university.
Inactive Date	This field is populated with a date if the site is no longer available for use (inactive).
Purchasing	Checkbox that indicates that the supplier site is used for Purchasing (PO Requisitions). People generally do not have purchasing sites.
Pay	Checkbox that indicates that the supplier site is used for payments (Payment Request).
Primary Pay	Checkbox that indicates that the supplier site is the default payment site. This site will be automatically selected when using this supplier in the Payment Request form.
RFQ Only	Checkbox that indicates that the supplier site is used for quotes only.
Procurement Card	Field not used.

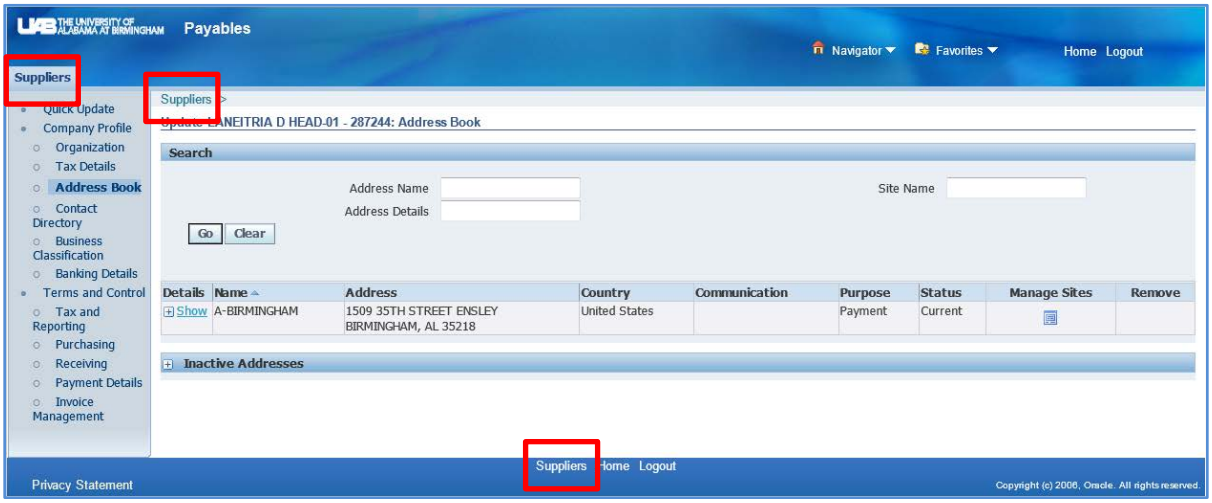
Descriptive Flexfields	Identifies whether or not the supplier can be used in the hospital or facilities.
Global Descriptive Flexfields	Field not used.

9. Press the **CANCEL** button that is located in both the top and bottom right-hand corner to navigate back to the **ADDRESS BOOK** form.

10. If you received a list of search results, click on the back arrow button of your internet browser to navigate back to your list. You may have to click on your back arrow more than once to get back to your search results.

Warning! Do not press on any of the **SUPPLIERS** links if you want to view your previous search results! Doing so will clear your previous search!

11. To conduct a new search, click on any one of the **SUPPLIERS** links that is found on the **ADDRESS BOOK** form to navigate back to the **SEARCH** form.



Note: If you are unsure of a person's status (i.e., whether or not they are a UAB employee or a non-employee), and your search for them as a non-employee is not successful, see the documentation found under the *Search for an Employee* heading. If the person is not found as an employee, they will need to be set up as a new supplier.

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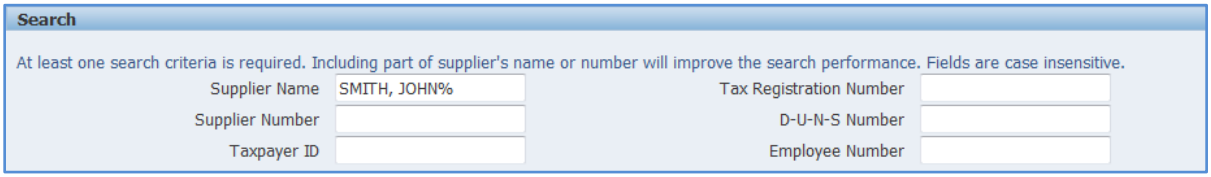
Search for an Employee

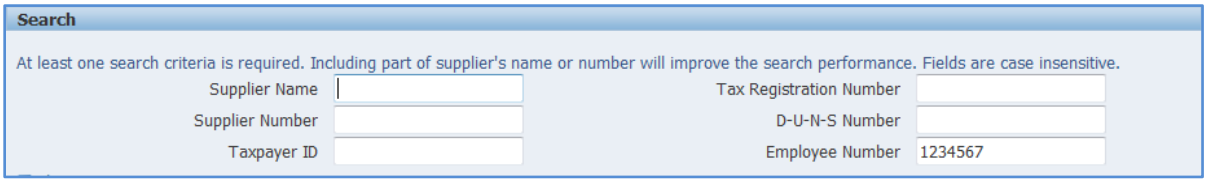
Note! Detailed address information for employees is **no longer viewable** in Supplier Inquiry. You can only view the employee's name, supplier number, employee number and classification type here. Follow the instructions below to view this information.

To view the detailed address for any active employee, see the *Entering Payment Requests for Employee Payments/Reimbursements* document.

1. After selecting the Supplier Inquiry menu option, the **SUPPLIERS** form will appear. You can search for an employee by entering either their name using the Lastname%Firstname% format in the **SUPPLIER NAME** field or by entering their employee number in the **or EMPLOYEE NUMBER** field, as shown below.

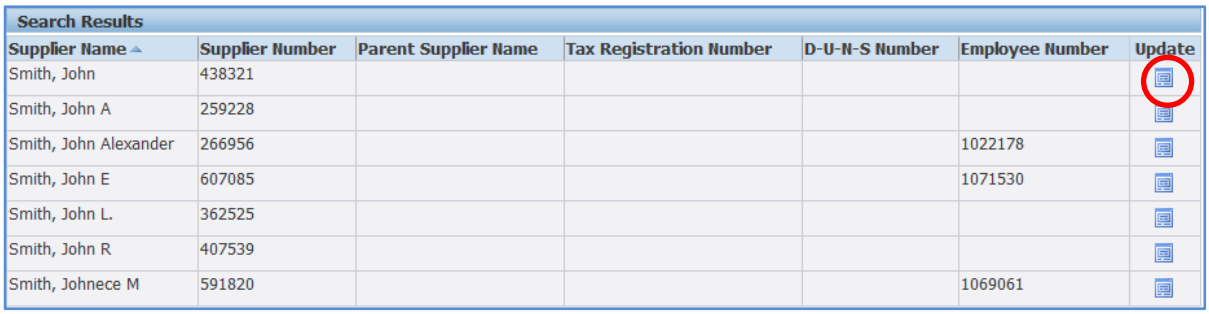


OR



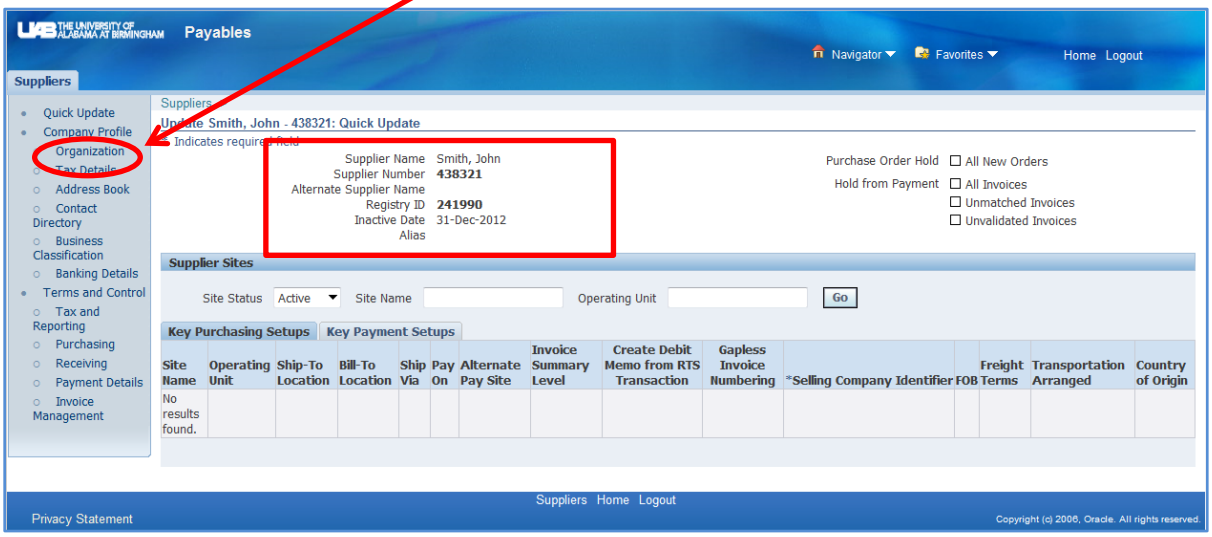
2. After entering your search criteria, click on the **GO** button. If the name of the employee you entered is unique, or if you entered an employee number, the system will immediately route you to the **QUICK UPDATE** form.

   If the employee's name is not unique, you will be able to view a list of results under the **SEARCH RESULTS** area of the form. Here you will find the supplier and employee numbers of each employee that fits your search criteria. If you do not see an employee number listed, it means that the employee listing is currently inactive. Click on the icon in the **UPDATE** column to view additional information for any one employee.

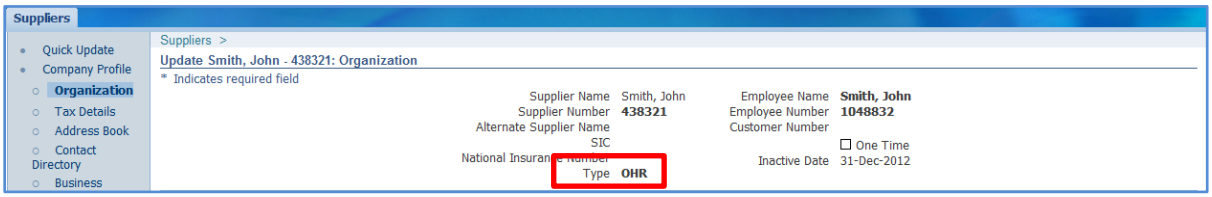


3. On the **QUICK UPDATE** form, you are able to view the employee's supplier name, supplier number, alternate name (if applicable) and an inactive date (if applicable).

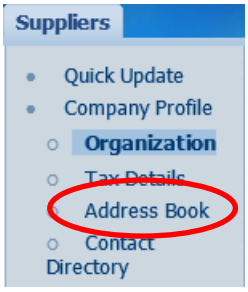
   To find the person's classification, click on **ORGANIZATION** link that is found on the **SUPPLIERS** tab on the left-hand side of the form.



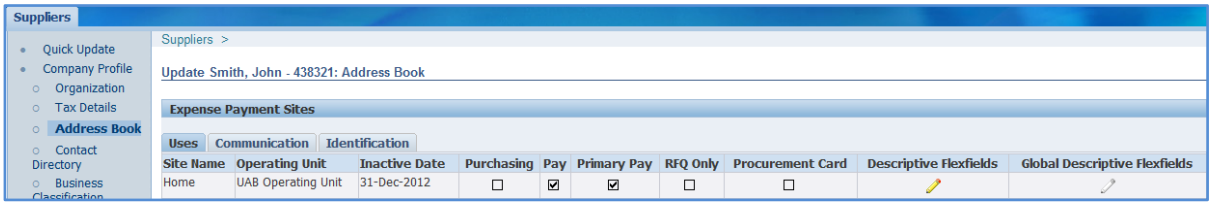
4. The classification type of the employee is displayed under the **TYPE** heading. The term *OHR* stands for *Oracle HR*, which means that this person was classified as an employee.



5. Click on **ADDRESS BOOK** link that is found on the **SUPPLIERS** tab on the left-hand side of the form.



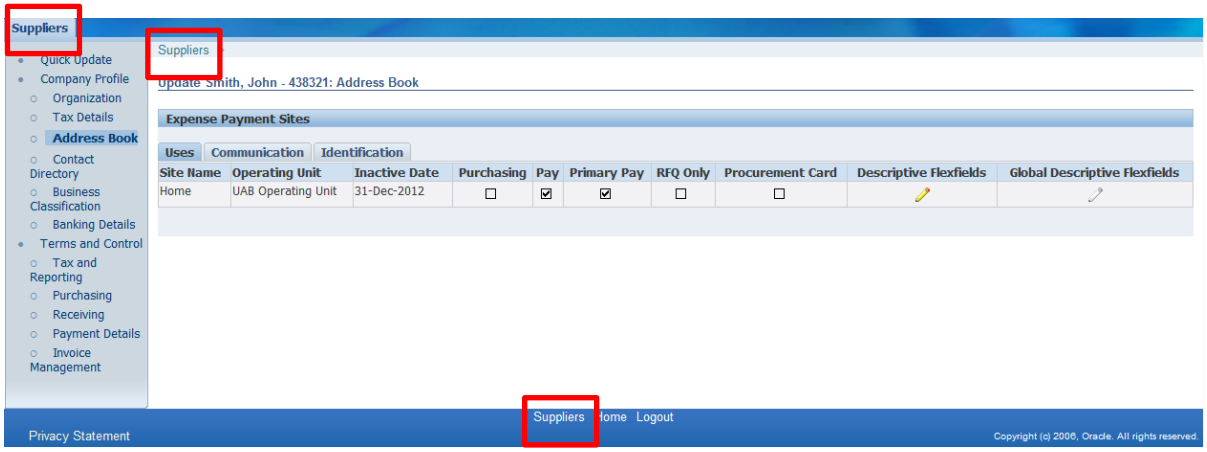
6. The **USES** tab under the **ADDRESS BOOK** displays the use of the employee's address.



7. If you received a list of search results, click on the back arrow button of your internet browser to navigate back to your list. You may have to click on your back arrow more than once to get back to your search results.

Warning! Do not press on any of the **SUPPLIERS** links if you want to view your previous search results! Doing so will clear your previous search!

8. To conduct a new search, click on any one of the **SUPPLIERS** links that is found on the **ADDRESS BOOK** form to navigate back to the **SEARCH** form.



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