

## UAB FN Document Entry/Approval Purchasing: Suppliers Inquiry

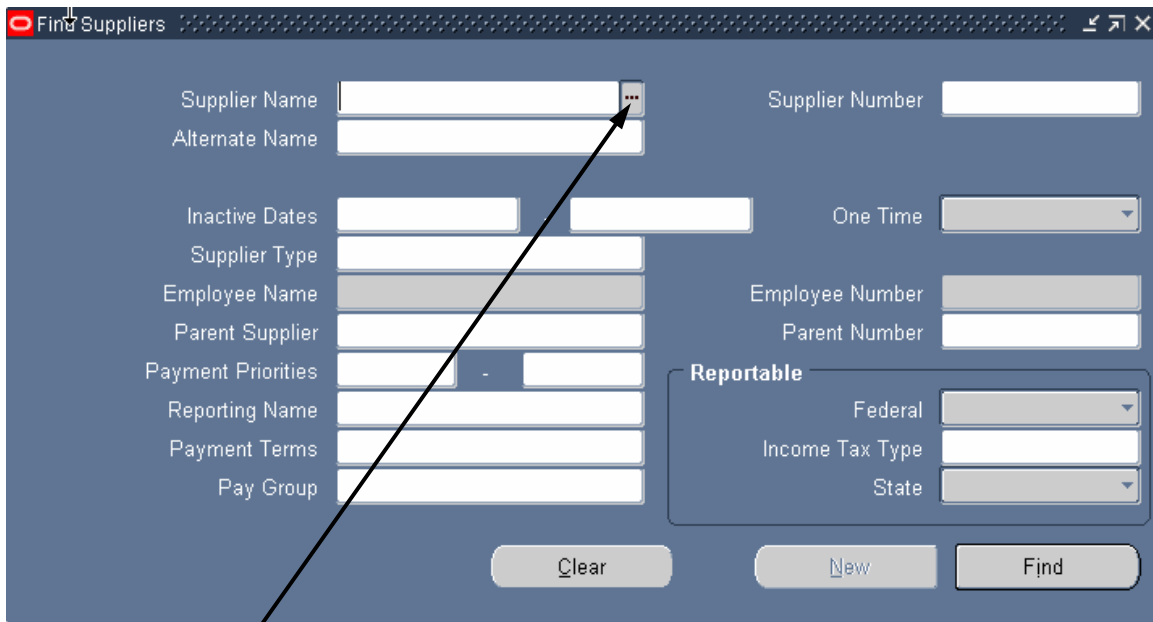
The Suppliers Inquiry function in the UAB Administrative System is used to view and obtain supplier information for use with Purchase Order Requisitions and Payment Requests. This function is inquiry-only and can only be updated by Procurement.

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**UAB FN Document Entry/Approval** → Purchasing → Suppliers Inquiry

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1. After selecting **SUPPLIERS INQUIRY**, the **FIND SUPPLIERS** window will appear.



The screenshot shows a window titled "Find Suppliers" with a dark blue header. The window contains several search criteria fields arranged in two columns. The left column includes: Supplier Name (with a dropdown menu icon), Alternate Name, Inactive Dates (with two date pickers), Supplier Type, Employee Name, Parent Supplier, Payment Priorities (with a dropdown menu), Reporting Name, Payment Terms, and Pay Group. The right column includes: Supplier Number, One Time (with a dropdown menu), Employee Number, Parent Number, and a "Reportable" section with three dropdown menus: Federal, Income Tax Type, and State. At the bottom of the window are three buttons: "Clear", "New", and "Find". A black arrow points from the bottom left towards the dropdown menu icon in the Supplier Name field.

2. Click on the **LOV** in the **SUPPLIER NAME** field.
3. The **SUPPLIER NAME** window will appear. Enter the name of the desired supplier enclosed with percent signs (example: %sigma%).

## UAB FN Document Entry/Approval Purchasing: Suppliers Inquiry

Supplier Name

Enter a partial value to limit the list, % to see all values.

Warning: Entering % to see all values may take a very long time. Entering criteria that can be used to reduce the list may be significantly faster.

Find %sigma%

Supplier Name	Number
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Find OK Cancel

4. Click on the **FIND** button.
5. Scroll through the list and choose the desired supplier from the list by highlighting the supplier and clicking on the **OK** button.

Supplier Name

Find %

Supplier Name	Number
ORDER OF OMEGA GAMMA SIGMA	169347
PHI BETA SIGMA FRATERNITY INC	174452
PHI BETA SIGMA FRATERNITY INC02	271437
PHI SIGMA TAU MARQUETTE UNIV	348596
PI TAU SIGMA	272526
PI TAU SIGMA-01	273090
PI TAU SIGMA-02	276196
<b>SIGMA ALDRICH</b>	<b>7060</b>
SIGMA ALDRICH INC	167372
SIGMA ASSESSMENT SYS	297636
SIGMA DATA	109984
SIGMA DIAGNOSTICS	104796

Find OK Cancel

UAB FN Document Entry/Approval  
Purchasing: Suppliers Inquiry

- The **SUPPLIER NAME** and the **SUPPLIER NUMBER** fields will be populated by the system.

Find Suppliers

Supplier Name **SIGMA ALDRICH** Supplier Number **7060**

Alternate Name

Inactive Dates - One Time

Supplier Type

Employee Name Employee Number

Parent Supplier Parent Number

Payment Priorities -

Reporting Name

Payment Terms

Pay Group

Reportable

Federal

Income Tax Type

State

Clear New Find

- Click on the **FIND** button.
- The **SUPPLIERS** window will appear.

Suppliers (UAB Operating Unit)

Supplier Name **SIGMA ALDRICH** Supplier Number **7060**

Alternate Name **SIGMA ALDRICH INC**

Inactive On [ C. ]

General Classification Accounting Control Payment Bank Acc... EDI Invoi... Withh... Tax R...

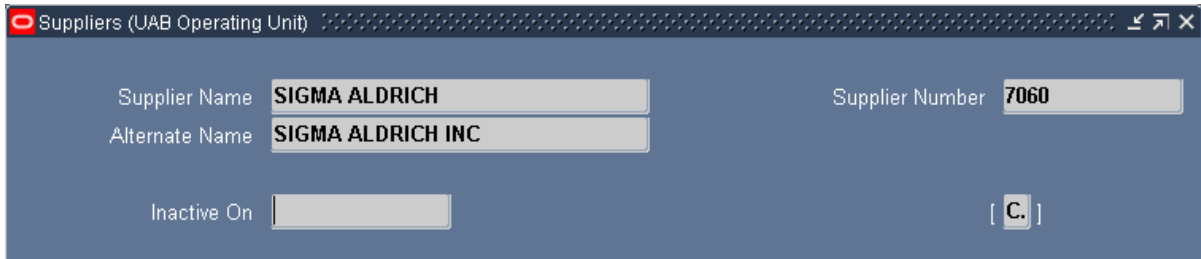
Parent Supplier Name Number

Customer Number

Sites

UAB FN Document Entry/Approval  
Purchasing: Suppliers Inquiry

9. The upper portion of the **SUPPLIERS** window provides the supplier's name, alternate name (if applicable) and number. It also lists an inactive on date **if** this supplier is no longer active for use.

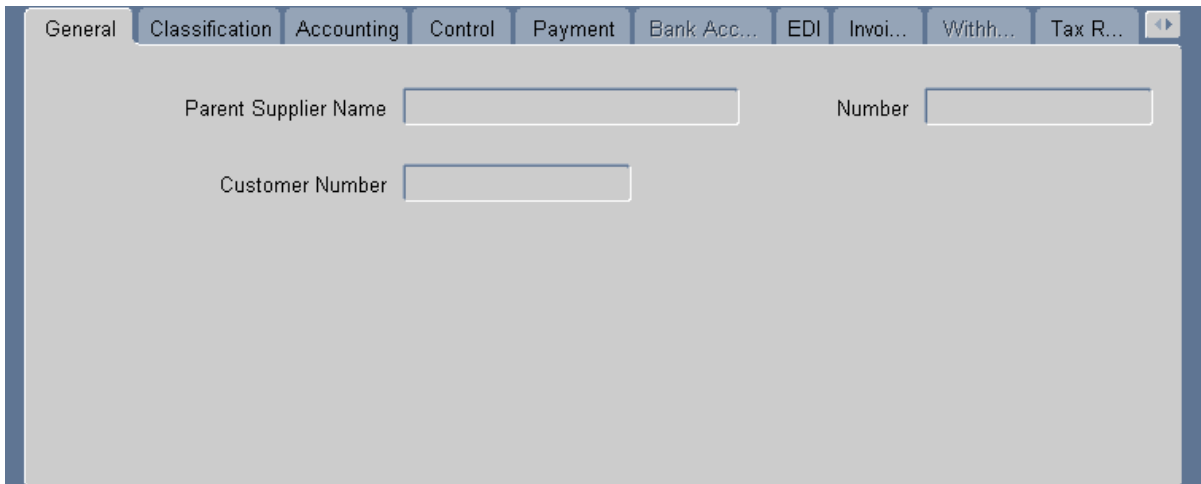


The screenshot shows a window titled "Suppliers (UAB Operating Unit)". It contains the following fields:

- Supplier Name: SIGMA ALDRICH
- Supplier Number: 7060
- Alternate Name: SIGMA ALDRICH INC
- Inactive On: [ ]
- [ C. ]

10. The lower portion of the **Suppliers** window contains multiple tabs that provide information on the selected supplier. Only three of these tabs will be used: **GENERAL**, **CLASSIFICATION** and **PURCHASING**.

11. The **GENERAL** tab displays the **PARENT SUPPLIER NAME**, **NUMBER** and **CUSTOMER NUMBER** if applicable.



The screenshot shows the "Suppliers" window with the "General" tab selected. The tabs are: General, Classification, Accounting, Control, Payment, Bank Acc..., EDI, Invoi..., Withh..., Tax R... The fields in the General tab are:

- Parent Supplier Name: [ ]
- Number: [ ]
- Customer Number: [ ]

12. Click on the **CLASSIFICATION** tab. This tab displays information that denotes whether the supplier is a minority-owned, woman-owned or small business.
13. Click on the **scrolling arrow** located to the far right of the screen.

## UAB FN Document Entry/Approval Purchasing: Suppliers Inquiry

General Classification Accounting Control Payment Bank Acc... EDI Invoi... Withh... Tax R... **Purchasing**

Type **Supplier**

Employee Name \_\_\_\_\_ Number \_\_\_\_\_

One Time

SIC \_\_\_\_\_

Minority Owned **Male Large Other**

Small Business

Woman Owned

- General
- Classification
- Accounting
- Control
- Payment
- Bank Accounts
- EDI
- Invoice Tax
- Withholding Tax
- Tax Reporting
- Purchasing**
- Receiving

14. A pop list will appear. Click on **Purchasing**.

15. The **PURCHASING** tab will appear. This tab displays the default shipping, billing and freight terms for the University.

Classification Accounting Control Payment Bank Acc... EDI Invoi... Withh... Tax R... **Purch...**

Ship-To Location **UAB Receiving Dept**

Bill-To Location **UAB Accounts Payable**

Ship Via **Best**

FOB **FOB Destination**

Freight Terms **Prepaid**

Create Debit Memo from RTS Transaction

Purchase Order Hold

Purchasing Hold Reason \_\_\_\_\_

16. Click on the **SITES** button located at the bottom of the **SUPPLIERS** window.

17. The **SUPPLIER SITES** window will appear. This window displays the address information for the supplier.

18. The **GENERAL** tab provides information about the pay and purchasing sites for the supplier.

19. Notice that only the fields **PAY** and **PRIMARY PAY** under the **Site Uses** region are checked. This means that this site is the **Pay** site only.

# UAB FN Document Entry/Approval Purchasing: Suppliers Inquiry

Supplier Sites (UAB Operating Unit) - SIGMA ALDRICH, 7060

Site Name: **A-ATLANTA** Alternate Name:

Country: **United States**

Address: **PO BOX 932594** Alternate Address:

City: **ATLANTA** State: **GA** Postal Code: **31193-2594**

Province:  County:  Inactive On:  [ 2.1 ]

Language:

General Contacts Accoun... Control Payment Bank A... EDI Invoice ... Withhol... Tax Re... Purchas...

**Site Uses**

Pay  Purchasing

Primary Pay  RFQ Only

Procurement Card

Customer Number:

Shipping Network Location:

Supplier Notification Method:

**Communication**

Voice:  Area Code:  Number:

Fax: **800**  **325-5052**

Telex:  E-mail:

20. To view the Purchasing site, **press the down arrow** on your keyboard.

21. Notice that only the **PURCHASING** field is checked in the **Site Uses** region and that the **SITE NAME** and **ADDRESS** is different from the previous window.

Supplier Sites (UAB Operating Unit) - SIGMA ALDRICH, 7060

Site Name: **P-ST LOUIS** Alternate Name:

Country: **United States**

Address: **PO BOX 14508** Alternate Address:

**ORDERS/GEN CORESP**

City: **ST LOUIS** State: **MO** Postal Code: **63178**

Province:  County:  Inactive On:  [ 2.1 ]

Language:

General Contacts Accoun... Control Payment Bank A... EDI Invoice ... Withhol... Tax Re... Purchas...

**Site Uses**

Pay  Purchasing

Primary Pay  RFQ Only

Procurement Card

Customer Number:

Shipping Network Location:

Supplier Notification Method:

**Communication**

Voice:  Area Code:  Number: **800-325-3010**

Fax:   **8003255052**

Telex:  E-mail:

## UAB FN Document Entry/Approval Purchasing: Suppliers Inquiry

**Note:** In the UAB Administrative System, suppliers' site names cannot be identical. They must be unique. An **A** in front of the site name indicates a pay site or both a pay and purchasing site. A **P** in front of the name indicates a purchasing site.

22. The **COMMUNICATION** section, located on the **GENERAL** tab, contains the supplier's phone number for voice and fax as well as an email address if UAB has one on file.

**Note:** In order to have a purchase order faxed to a supplier, a **fax number must be displayed on the window that displays the information for the Pay Site.**

Communication			
	Area Code	Number	
Voice	<input type="text"/>	<input type="text"/>	Telex <input type="text"/>
Fax	800	325-5052	E-mail <input type="text"/>

23. **Close** the **SUPPLIER SITES** window.

24. The **SUPPLIERS** window should still be open. To initiate a new search, click on the flashlight located on your toolbar.

File Edit View Folder Tools Window Help

Suppliers (UAB Operating Unit)

Supplier Name  Supplier Number

Alternate Name

Inactive On  [ C. ]

General Classification Accounting Control Payment Bank Acc... EDI Invoi... Withh... Tax R...

Parent Supplier Name  Number

Customer Number

Sites

UAB FN Document Entry/Approval  
Purchasing: Suppliers Inquiry

25. The **FIND SUPPLIERS** window will re-appear.

Find Suppliers

Supplier Name **SIGMA ALDRICH** Supplier Number **7060**

Alternate Name

Inactive Dates - One Time

Supplier Type

Employee Name Employee Number

Parent Supplier Parent Number

Payment Priorities

Reporting Name

Payment Terms

Pay Group

**Reportable**

Federal

Income Tax Type

State

Clear New Find

26. Click on the **CLEAR** button that is located at the bottom of the window.

27. Enter your search criteria by following steps 1-6.

[Return to Top](#)