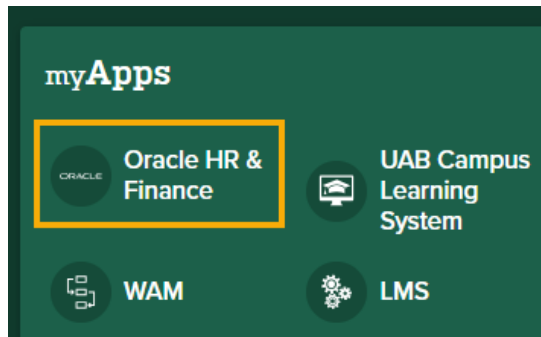


**Financial Affairs**

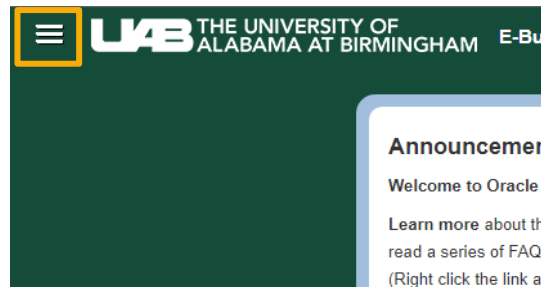
Log in to **Oracle HR & Finance**:

- Navigate to [my.uab.edu](http://my.uab.edu)
- Locate and click **Oracle HR & Finance**



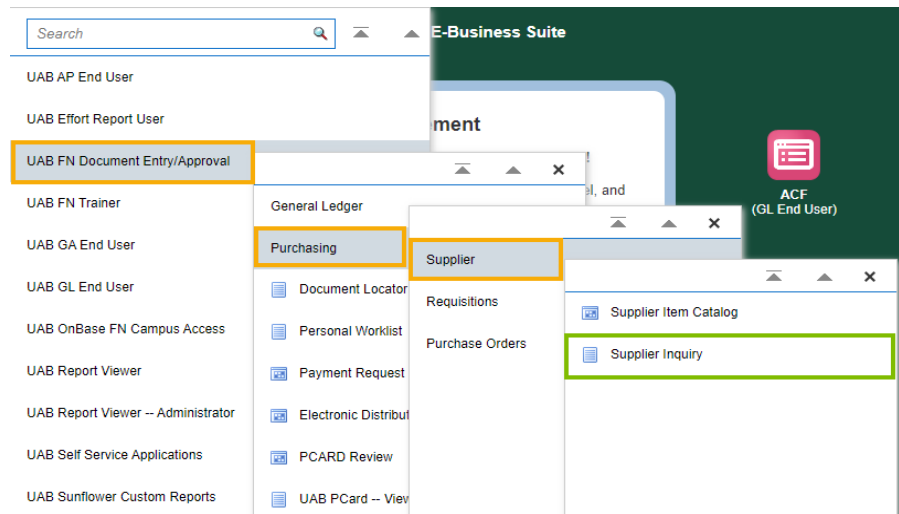
Open the **Oracle Navigator**:

- Click the 3-lined "hamburger" icon in the top left corner



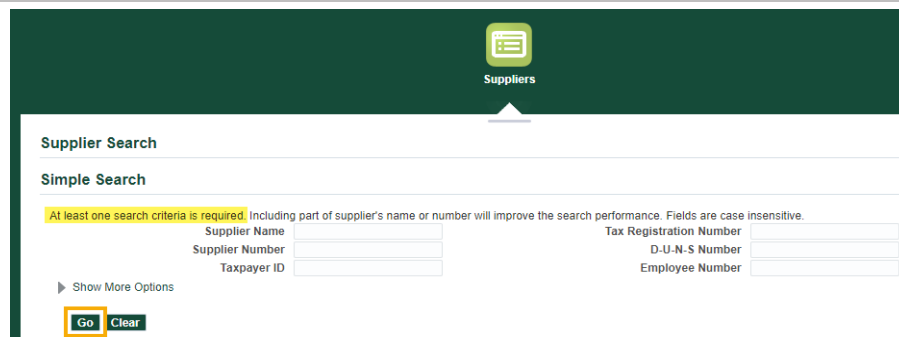
Navigate to **Supplier Inquiry**:

- Click **UAB FN Document Entry/Approval**
- Select **Purchasing**
- Select **Supplier**
- Click **Supplier Inquiry**



On the **Supplier Search** screen:

- Enter at least one piece of **search criteria** (such as part of the Supplier Name)
- Click the **Go** button to search



**Financial Affairs**

In Search Results:

- Use the table of results to locate the appropriate supplier
- Be mindful of the **End Date** column, as that indicates when the supplier became inactive
- Click the blue **Update** icon to open Supplier Details

**Search Results**

Supplier Name ▲	Supplier Number ▲	Pa	er ▲	Update	End Date	Supplier Type
AGILENT TECH-10	453759				04-Oct-2010	Supplier
AGILENT TECH-12	150280				01-Jun-2016	Supplier
AGILENT TECH-14	274233				01-Jun-2016	Supplier
AGILENT TECH-15	386234				07-Apr-2016	Supplier
AGILENT TECH-16	18652				01-Jun-2016	Supplier
AGILENT TECHNOLOGIES INC	154510					Supplier

Determine if there are any holds on the supplier:

- On the **Quick Update** screen, review the information provided in the right column
- If holds are indicated, follow directions provided under “Reason”

**Suppliers**

**Quick Update** **Update BY SUBSCRIBE INC - 707995: Quick Update**

Company Profile  
Organization  
Tax Details  
Address Book  
Contact Directory  
Business Classification  
Banking Details  
Approval History  
Terms and Control  
Accounting  
Tax and Reporting  
Purchasing  
Receiving  
Payment Details  
Invoice Management

Supplier: SUBSCRIBE INC  
Supplier Number: 707995  
Alternate Supplier Name: Registry ID: 865827  
Inactive Date: Alias

Purchase Order Hold: ☒ All New Orders  
Purchase Order Hold Reason: ACTION NEEDED: Contact Supplier Team for details

Hold from Payment: ☒ All Invoices  
☐ Unmatched Invoices  
☐ Unvalidated Invoices  
Payment Hold Reason: ACTION NEEDED: Contact Supplier Team for details

**Supplier Sites**

Site Status: Active Site Name: Operating Unit: Go

**Key Purchasing Setup**

Site Name	Operating Unit	Ship-To Location	Bill-To Location	Ship Pay Via	Alternate Pay Site	Invoice Summary Level	Create Debit Memo from RTS Transaction	Gapless Invoice Numbering	Selling Company Identifier	FOB	Freight	Transportation	Country of Origin
A- ATLANTA	UAB Operating Unit	UAB Receiving Dept.	UAB Accounts Payable	Best			<input type="checkbox"/>	<input type="checkbox"/>		FOB Destination	Prepaid	None	
TAX	UAB Operating Unit	UAB Receiving Dept.	UAB Accounts Payable	Best			<input type="checkbox"/>	<input type="checkbox"/>		FOB Destination	Prepaid	None	

Review information about Supplier Sites:

- Click **Address Book** on the left side of the page
- Details about **Supplier Sites** are provided
- View the table below for further explanation of each detail

**Suppliers**

**Update AGILENT TECHNOLOGIES INC - 154510: Address Book**

Search

Address Name: Address Details: Site Name: Go Clear

**Details**

Details	Name ▲	Address	Country ▲	Communication	Purpose ▲	Status ▲
▶	A- CARPINTERIA	6392 VIA REAL CARPINTERIA, CA 93013	United States	Phone: 800 235-5763 Email: se_salesteam@agilent.com	Pay	Current
▶	A-CHICAGO	4187 COLLECTIONS CTR DR CHICAGO, COOK, IL 60693	United States		Pay	Current
▶	P- WILMINGTON	2850 CENTERVILLE RD WILMINGTON, NEW CASTLE, DE 19808	United States	Phone: 800 227-9770 Email: se_salesteam@agilent.com	Purchasing	Current
▶	TAX	5301 STEVENS CREEK BLVD SANTA CLARA, CA 95051	United States			Current

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 Phone, Fax, and Email (if on file in iSupplier).
Purpose	Displays the site purpose. If the purpose is <b>Pay</b> , this means that the address is available to be used with Payment Requests. If the purpose is <b>Purchasing</b> , this means that the address is available to be used with Purchase Order Requisitions. <a href="#">See next step for Request For Quotation</a>
Status	Displays the site's status (Current or Inactive).
Manage Sites	Provides additional information about the listed site.
Remove	Field not used.

If the Purpose lists  
Request For  
Quotation:

**Purpose** ▲

Pay, Purchasing, Request For  
Quotation

**Note:** This supplier is unavailable for purchasing or payment activity and must be reviewed by University Purchasing to be made active.

Once the determination is made, the Purchasing will need to know the good and/or non-professional service that you are purchasing in order to make a determination.

Please email the following information to [purchasing@uab.edu](mailto:purchasing@uab.edu)

- The supplier name
- A detailed explanation of products and/or non-professional services you are intending to purchase from the vendor.

The email will be reviewed to determine if the vendor reactivation request submitted may be approved.