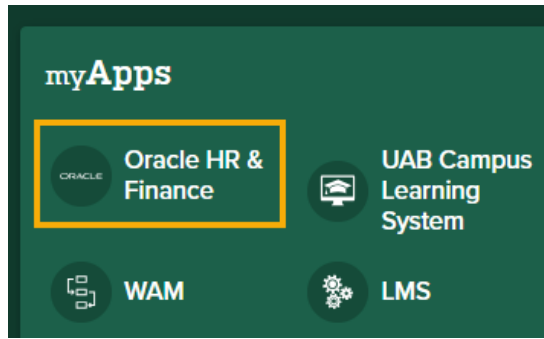


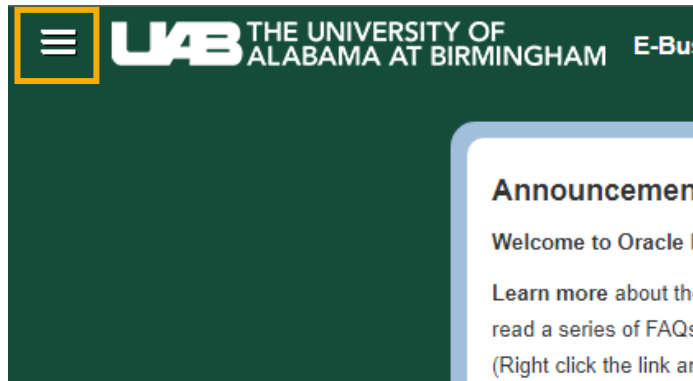
Log in to **Oracle HR & Finance**

- Navigate to **my.uab.edu**
- Locate and click **Oracle HR & Finance**



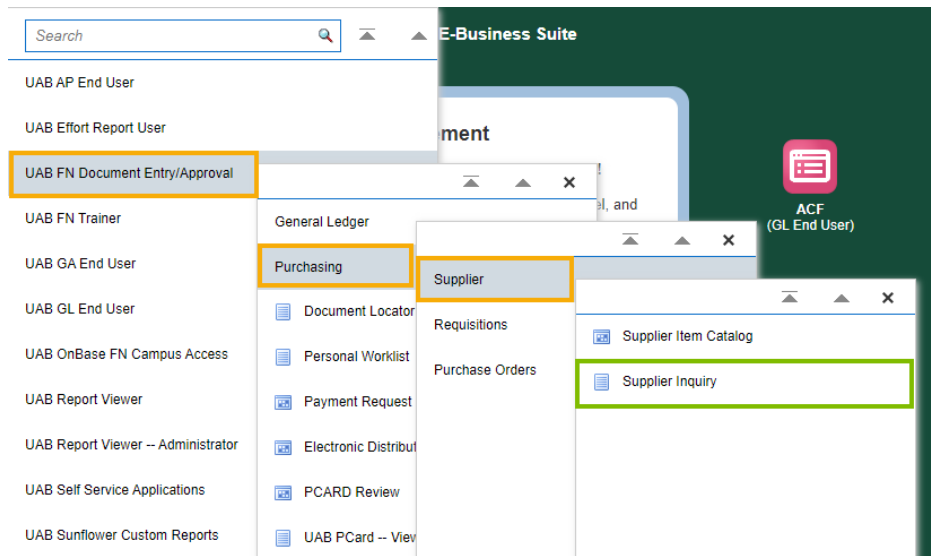
Open the **Oracle Navigator**

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



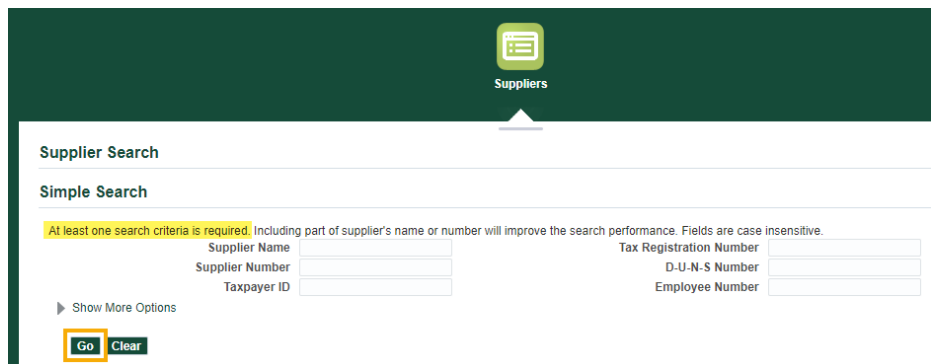
Navigate to **Supplier Inquiry**

- Click on **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



In the **Search Results** section,

- 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

From the **Quick Update** page,

- Click the **Address Book** page link from the left menu
- Details about **Supplier Sites** are listed in the resulting table
- View the table to the right to find details on each table column

Suppliers > Update AGILENT TECHNOLOGIES INC - 154510: Address Book

Quick Update
Company Profile
Organization
Tax Details
Address Book
Contact Directory
Business Classification
Banking Details
Approval History
Terms and Control
Accounting
Tax and Reporting

Search

Address Name Site Name
Address Details

Go **Clear**

Details	Name ▲	Address	Country ▲	Communication	Purpose ▲	Status ▲	Up
▶	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 Pay , this means that the address is available to be used with Payment Requests. If the purpose is Purchasing , this means that the address is available to be used with Purchase Order Requisitions. See next step for Request For Quotation
Status	Displays the site's status (Current or Inactive).
Manage Sites	Provides additional information about the listed site.
Remove	Field not used.

NOTE

If the Purpose lists **Request For Quotation**, refer to the column to the right for instructions

Purpose ▲

Request For Quotation

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



on contacting University
Purchasing to review.

Purchasing department will notify the UAB iSupplier team to take the appropriate action with a copy to the requester.

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

Please detail what products and/or non-professional services you are intending to purchase from the vendor and send it to purchasing@uab.edu. The email will be reviewed to determine if the vendor reactivation request submitted may be approved.