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.

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

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%).
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.
6. The **SUPPLIER NAME** and the **SUPPLIER NUMBER** fields will be populated by the system.

7. Click on the **Find** button.

8. The **SUPPLIERS** window will appear.
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 It also lists an inactive on date if this supplier is no longer active for use.

![Suppliers Window](image)

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.

![General Tab](image)

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.
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.

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.
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.
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 Table]

<table>
<thead>
<tr>
<th>Area Code</th>
<th>Number</th>
<th>Telex</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>800</td>
<td>325-5052</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

![Suppliers Window]

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25. The **Find Suppliers** window will re-appear.

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.