

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](#)

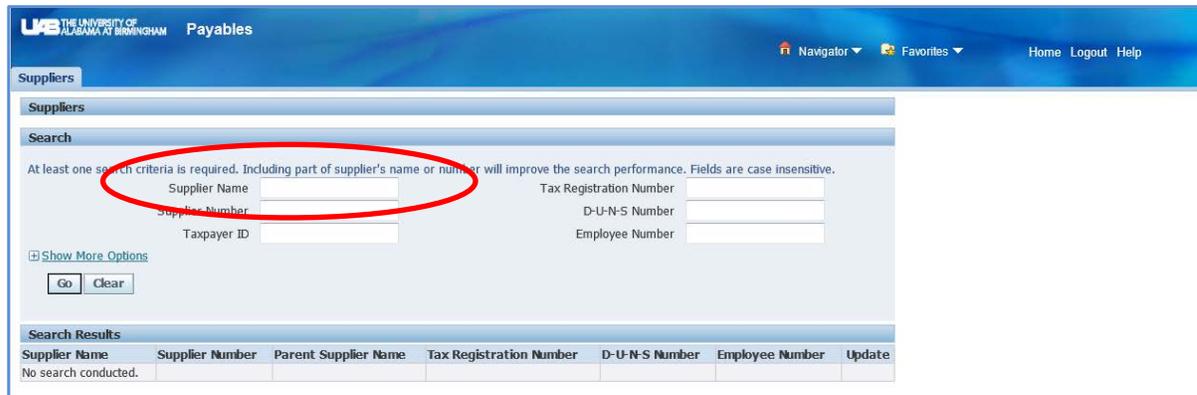
[Search for People Who Are Non-Employees](#)

[Search for an Employee](#)

Search for a Company or an Organization

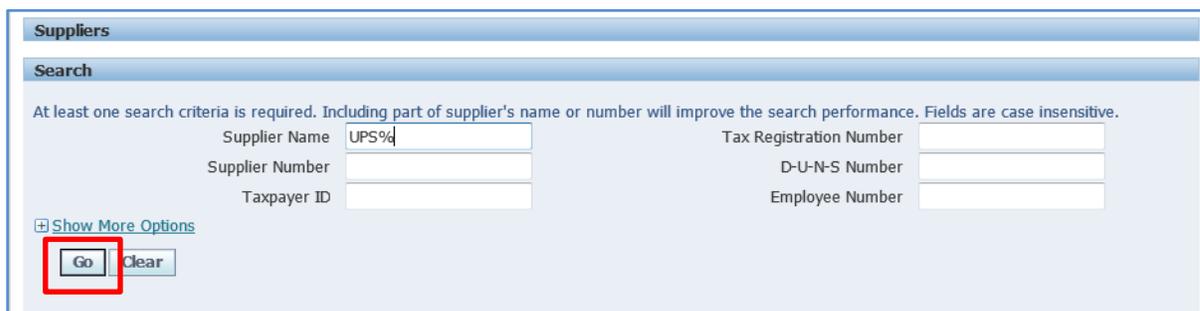
1. After selecting the Supplier Inquiry menu option, the **SUPPLIERS** form will appear. Enter your search criteria in the **SUPPLIER NAME** field.

Example: UPS%



The screenshot shows the 'Suppliers' search interface. The 'Supplier Name' field is highlighted with a red oval. The form includes fields for Supplier Name, Supplier Number, Taxpayer ID, Tax Registration Number, D-U-N-S Number, and Employee Number. A 'Go' button and a 'Clear' button are located below the search criteria. The search results table is empty, showing 'No search conducted.'

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



The screenshot shows the 'Suppliers' search interface with the search criteria 'UPS%' entered in the 'Supplier Name' field. The 'Go' button is highlighted with a red box. The search results table is empty, showing 'No search conducted.'

Supplier Inquiry

- 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.

Search Results						
Supplier Name	Supplier Number	Parent Supplier Name	Tax Registration Number	D-U-N-S Number	Employee Number	Update
UPS	7918					
UPS CANADA	355423					
UPS CUSTOMHOUSE BROKERAGE INC	153643					
UPS FREIGHT	138388					
UPS FREIGHT-01	396382					
UPS MAIL INNOVATIONS	386914					
UPS PROF SVCS	418535					
UPS SCS ATLANTA	352682					
UPS STORE	276355					
UPS STORE 4671	333808					
UPS STORE 5928	273373					
UPS STORE CITY CTR	380979					
UPS STORE SOUTHSIDE 4088	332391					
UPS SUPPLY CHAIN SOLUTION INC	387563					
UPS SUPPLY CHAIN SOLUTIONS INC	176264					

- 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.

UAB THE UNIVERSITY OF ALABAMA AT BIRMINGHAM Payables

[Navigator](#) | [Favorites](#) | [Home](#) | [Logout](#)

Suppliers

- Quick Update
- Company Profile
- Organization
- Tax Details
- **Address Book**
- Contact Directory
- Business Classification
- Banking Details
- Terms and Control
- Tax and Reporting
- Purchasing
- Receiving
- Payment Details
- Invoice Management

Suppliers > Update UPS - 7918: Quick Update

↑ Indicates required fields

Supplier Name UPS

Supplier Number **7918**

Alternate Supplier Name

Registry ID **160797**

Inactive Date

Alias

Purchase Order Hold All New Orders

Hold from Payment All Invoices

Unmatched Invoices

Unvalidated Invoices

Supplier Sites

Site Status: Active | Site Name: | Operating Unit: |

Key Purchasing Setups | **Key Payment Setups**

Site Name	Operating Unit	Ship-To Location	Bill-To Location	Ship Pay Alternate	Invoice Summary	Create Debit Memo from RTS	Gapless Invoice Numbering	Selling Company Identifier	FOB	Freight Terms	Transportation Arranged	Count of Origin
P-BIRMINGHAM	UAB Operating Unit	UAB Receiving Dept	UAB Accounts Payable	Best		<input type="checkbox"/>	<input type="checkbox"/>		FOB Destination	Prepaid	None	
A-PHILADELPHIA	UAB Operating Unit	UAB Receiving Dept	UAB Accounts Payable	Best		<input type="checkbox"/>	<input type="checkbox"/>		FOB Destination	Prepaid	None	

Supplier Inquiry

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

The screenshot shows the 'Suppliers' page in the 'Payables' system. The page title is 'Suppliers > Update UPS - 7918: Address Book'. There is a search bar with fields for 'Address Name' and 'Site Name', and 'Go' and 'Clear' buttons. Below the search bar is a table with the following columns: Details, Name, Address, Country, Communication, Purpose, Status, Manage Sites, and Remove. The table contains three rows of data:

Details	Name	Address	Country	Communication	Purpose	Status	Manage Sites	Remove
Show	A-PHILADELPHIA	PO BOX 7247 0244 PHILADELPHIA, PA 19170-0001	United States	Phone: 800 742-5877	Payment	Current		
Show	P-BIRMINGHAM	118 CITATION CT BIRMINGHAM, AL 35209	United States	Phone: 942-3441	Purchasing	Current		
Show	UNCLAIMED PROP	1530 3RD AVE S AB660 BIRMINGHAM, AL 35294-0106	United States			Current		

At the bottom of the table, there is a link for 'Inactive Addresses'. The footer of the page includes 'Privacy Statement', 'Suppliers Home Logout', and 'Copyright (c) 2006, Oracle. All rights reserved.'

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 <i>Payment</i> , this means that the address is a pay site and is available to be used with Payment Requests. If the purpose is <i>Purchasing</i> , 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.

Details	Name	Address	Country	Communication	Purpose	Status	Manage Sites	Remove
Show	A-PHILADELPHIA	PO BOX 7247 0244 PHILADELPHIA, PA 19170-0001	United States	Phone: 800 742-5877	Payment	Current		

Supplier Inquiry

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.

The screenshot shows the 'Manage Sites' form for supplier 'UPS'. The 'Uses' tab is selected, showing a table with the following data:

Site Name	Operating Unit	Inactive Date	Purchasing	Pay	Primary Pay	RFQ Only	Procurement Card	Descriptive Flexfields	Global Descriptive Flexfields
A-PHILADELPHIA	UAB Operating Unit		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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!

Supplier Inquiry

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.

The screenshot shows the UAB Payables system interface. The top navigation bar includes 'UAB THE UNIVERSITY OF ALABAMA AT BIRMINGHAM Payables', 'Navigator', 'Favorites', 'Home', and 'Logout'. The left sidebar contains a list of menu items, with 'Suppliers' highlighted in a red box. The main content area displays the 'Suppliers' page for 'NEITRIA D HEAD-01 - 287244: Address Book'. It features a search form with fields for 'Address Name', 'Address Details', and 'Site Name', along with 'Go' and 'Clear' buttons. Below the search form is a table of suppliers with columns: Details, Name, Address, Country, Communication, Purpose, Status, Manage Sites, and Remove. The table contains one entry for 'A-BIRMINGHAM' with address '1509 35TH STREET ENSLEY BIRMINGHAM, AL 35218' and status 'Current'. Below the table is a section for 'Inactive Addresses'. The bottom navigation bar includes 'Suppliers', 'Home', and 'Logout', with 'Suppliers' highlighted in a red box. The footer contains 'Privacy Statement' and 'Copyright (c) 2006, Oracle. All rights reserved.'

[Return to Top](#)

Supplier Inquiry

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.

Search

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Supplier Name	LANEITRIA%HEAD%	Tax Registration Number	
Supplier Number		D-U-N-S Number	
Taxpayer ID		Employee Number	

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.

Suppliers

Suppliers

Update LANEITRIA D HEAD-01 - 287244: Quick Update

Indicates required field

Supplier Name	LANEITRIA D HEAD-01	Purchase Order Hold	<input type="checkbox"/> All New Orders
Supplier Number	287244	Hold from Payment	<input type="checkbox"/> All Invoices
Alternate Supplier Name	LANEITRIA D HEAD		<input type="checkbox"/> Unmatched Invoices
Registry ID	589860		<input type="checkbox"/> Unvalidated Invoices
Inactive Date	02-Feb-2007		
Alias			

Supplier Sites

Site Status: Active Site Name: Operating Unit: Go

Key Purchasing Setups | Key Payment Setups

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

Privacy Statement Suppliers Home Logout Copyright (c) 2008, Oracle. All rights reserved.

Supplier Inquiry

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.

Suppliers >
Update LANEITRIA D HEAD-01 - 287244: Organization

* Indicates required field

Supplier Name	LANEITRIA D HEAD-01	Parent Supplier Name	
Supplier Number	287244	Parent Supplier Number	
Alternate Supplier Name	LANEITRIA D HEAD	Customer Number	
SIC		Inactive Date	<input type="checkbox"/> One Time 02-Feb-2007
National Insurance Number			
Type	Non-OHR		

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.

Suppliers

- Quick Update
- Company Profile
- Organization
- Tax Details
- **Address Book**
- Contact Directory

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

Suppliers >
Update LANEITRIA D HEAD-01 - 287244: Address Book

Search

Address Name Site Name

Address Details

Details	Name	Address	Country	Communication	Purpose	Status	Manage Sites	Remove
<input type="checkbox"/> Show	A-BIRMINGHAM	1509 35TH STREET ENSLEY BIRMINGHAM, AL 35218	United States		Payment	Current	<input type="button" value="Manage"/>	<input type="button" value="Remove"/>

Inactive Addresses

Suppliers Home Logout

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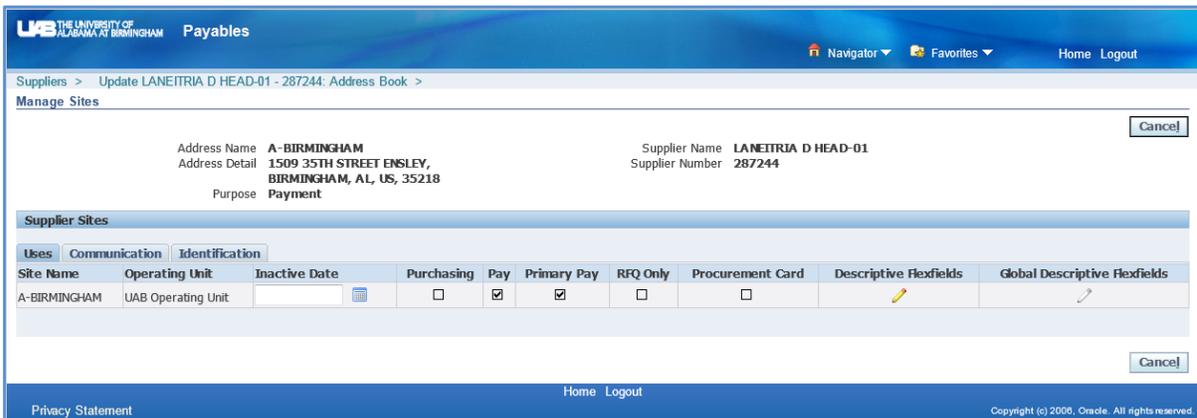
Supplier Inquiry

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 <i>Payment</i> 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.

Details	Name	Address	Country	Communication	Purpose	Status	Manage Sites	Remove
Show	A-BIRMINGHAM	1509 35TH STREET ENSLEY BIRMINGHAM, AL 35218	United States		Payment	Current		

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.



The screenshot shows the 'Manage Sites' form for site 'A-BIRMINGHAM'. The form displays the following information:

- Address Name:** A-BIRMINGHAM
- Address Detail:** 1509 35TH STREET ENSLEY, BIRMINGHAM, AL, US, 35218
- Purpose:** Payment
- Supplier Name:** LANETTRIA D HEAD-01
- Supplier Number:** 287244

The 'Supplier Sites' section has three tabs: 'Uses', 'Communication', and 'Identification'. The 'Uses' tab is selected and shows the following table:

Site Name	Operating Unit	Inactive Date	Purchasing	Pay	Primary Pay	RFQ Only	Procurement Card	Descriptive Flexfields	Global Descriptive Flexfields
A-BIRMINGHAM	UAB Operating Unit		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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.

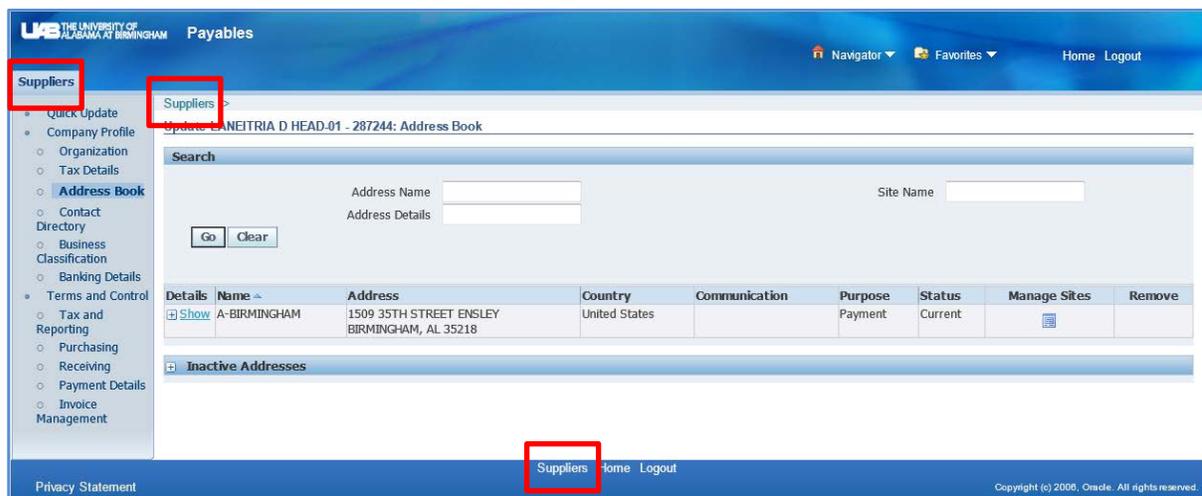
Supplier Inquiry

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.

[Return to Top](#)

Supplier Inquiry

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.

Search			
At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.			
Supplier Name	SMITH, JOHN%	Tax Registration Number	
Supplier Number		D-U-N-S Number	
Taxpayer ID		Employee Number	

OR

Search			
At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.			
Supplier Name		Tax Registration Number	
Supplier Number		D-U-N-S Number	
Taxpayer ID		Employee Number	1234567

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.

Search Results						
Supplier Name ▲	Supplier Number	Parent Supplier Name	Tax Registration Number	D-U-N-S Number	Employee Number	Update
Smith, John	438321					
Smith, John A	259228					
Smith, John Alexander	266956				1022178	
Smith, John E	607085				1071530	
Smith, John L.	362525					
Smith, John R	407539					
Smith, Johnce M	591820				1069061	

Supplier Inquiry

- 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.

- 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.

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

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

Supplier Inquiry

- 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!

- 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.

Suppliers

Suppliers

Update Smith, John - 438321: Address Book

Expense Payment Sites

Site Name	Operating Unit	Inactive Date	Purchasing	Pay	Primary Pay	RFQ Only	Procurement Card	Descriptive Flexfields	Global Descriptive Flexfields
Home	UAB Operating Unit	31-Dec-2012	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Suppliers Home Logout

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[Return to Top](#)