PO-16 View Suppliers

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to View Suppliers in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process of searching Supplier records and validating Supplier information in the NCFS.

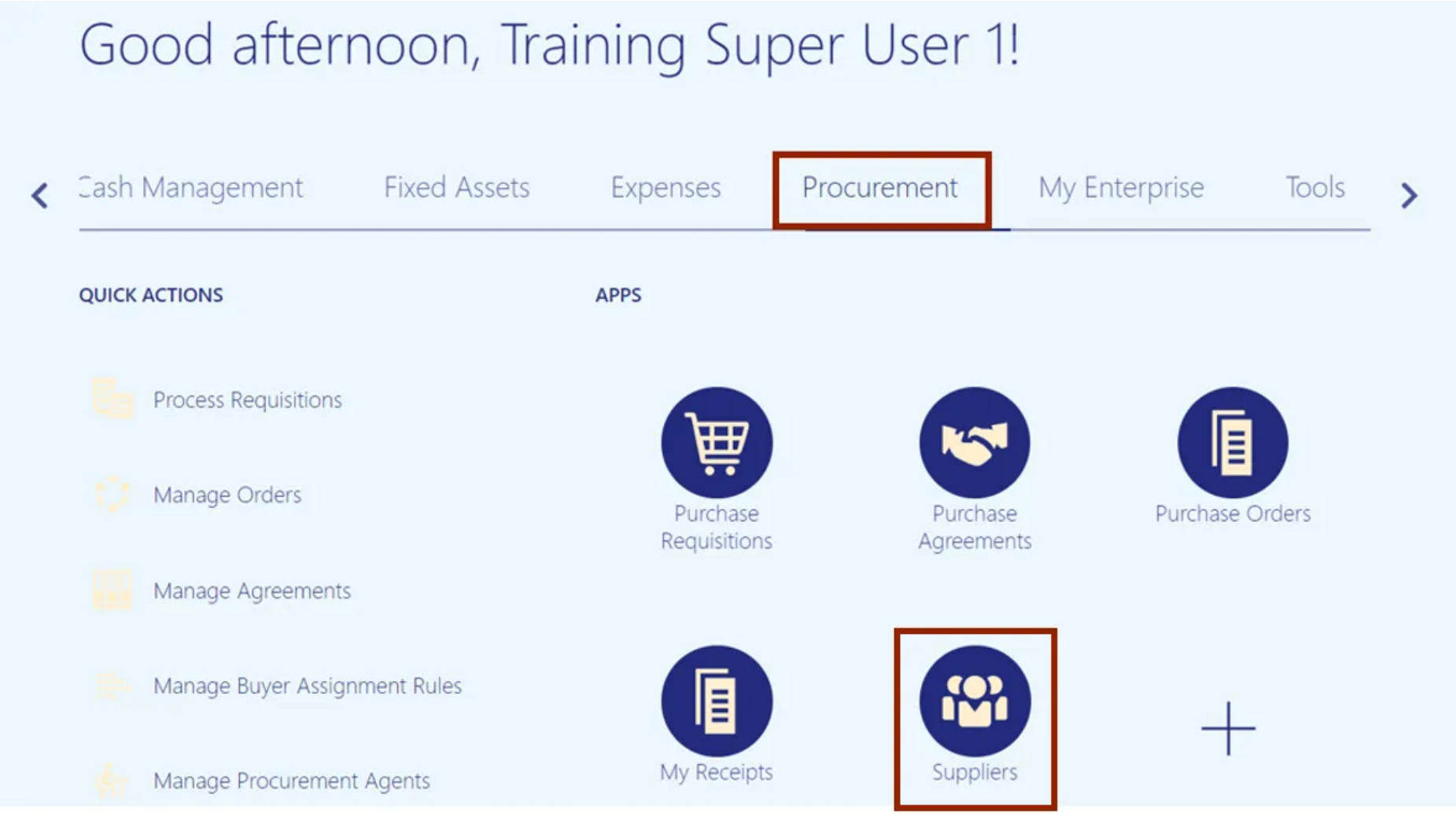
Inquire Supplier Records

To query Supplier Records, follow the steps below. There are 15 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

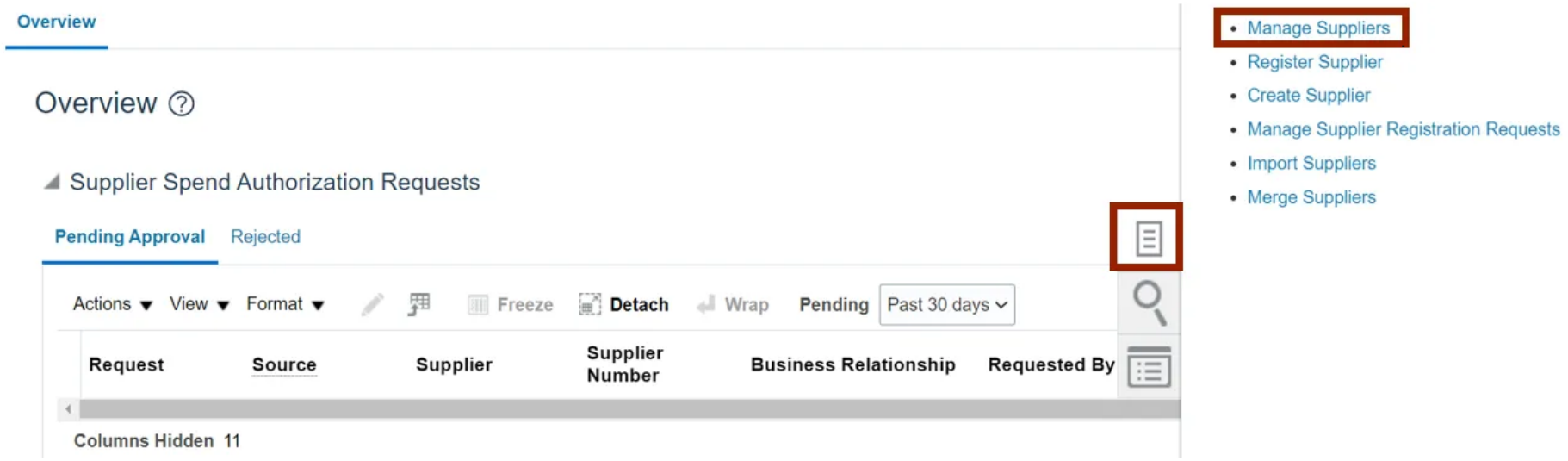
Step 2. On the **Home** page, click the **Procurement** tab and then click the **Suppliers** app.

Image



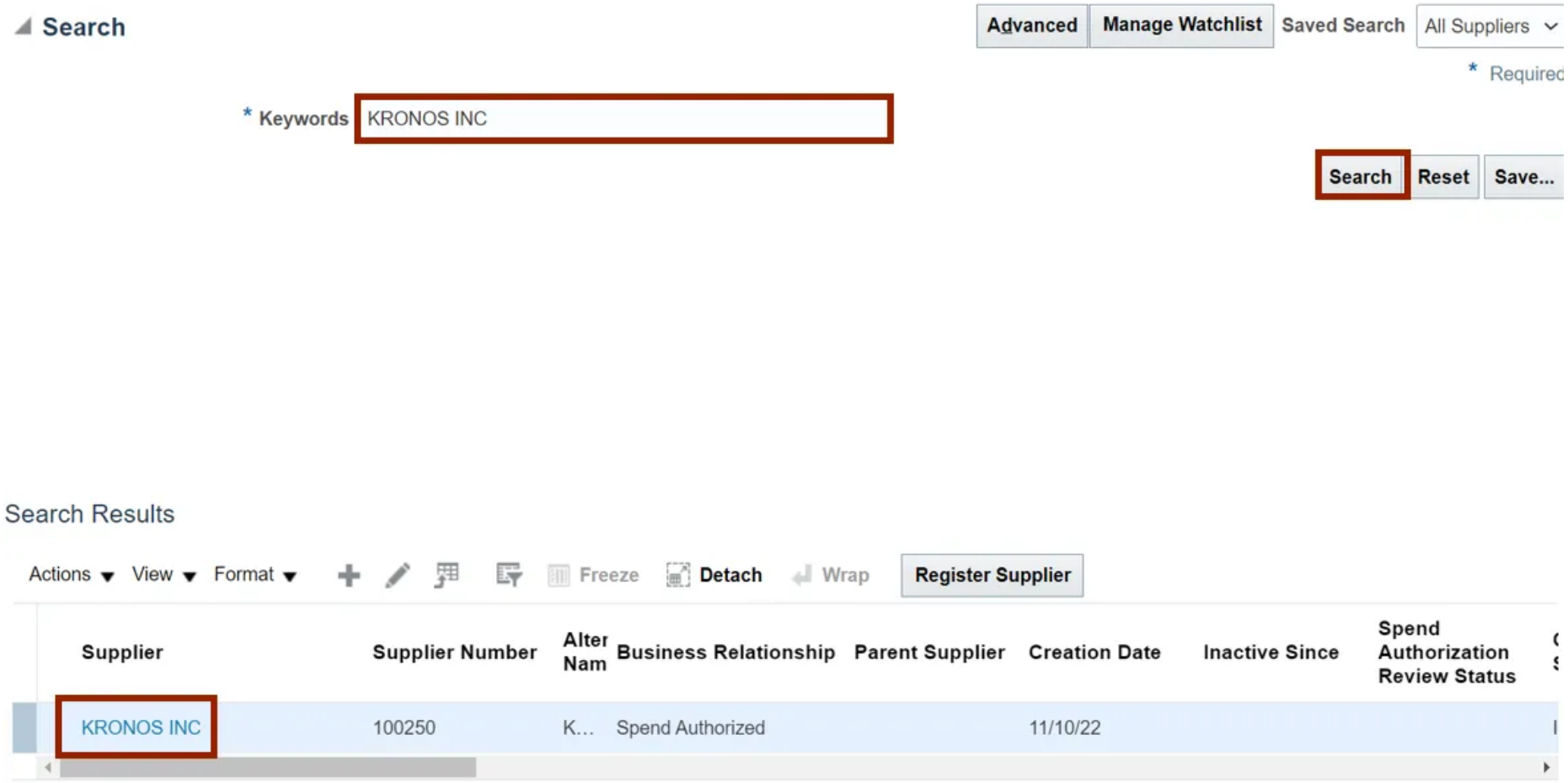
Step 3. On the **Overview** page, Click the **Tasks** icon and select **Manage Suppliers** in the resulting pop-up.

Image



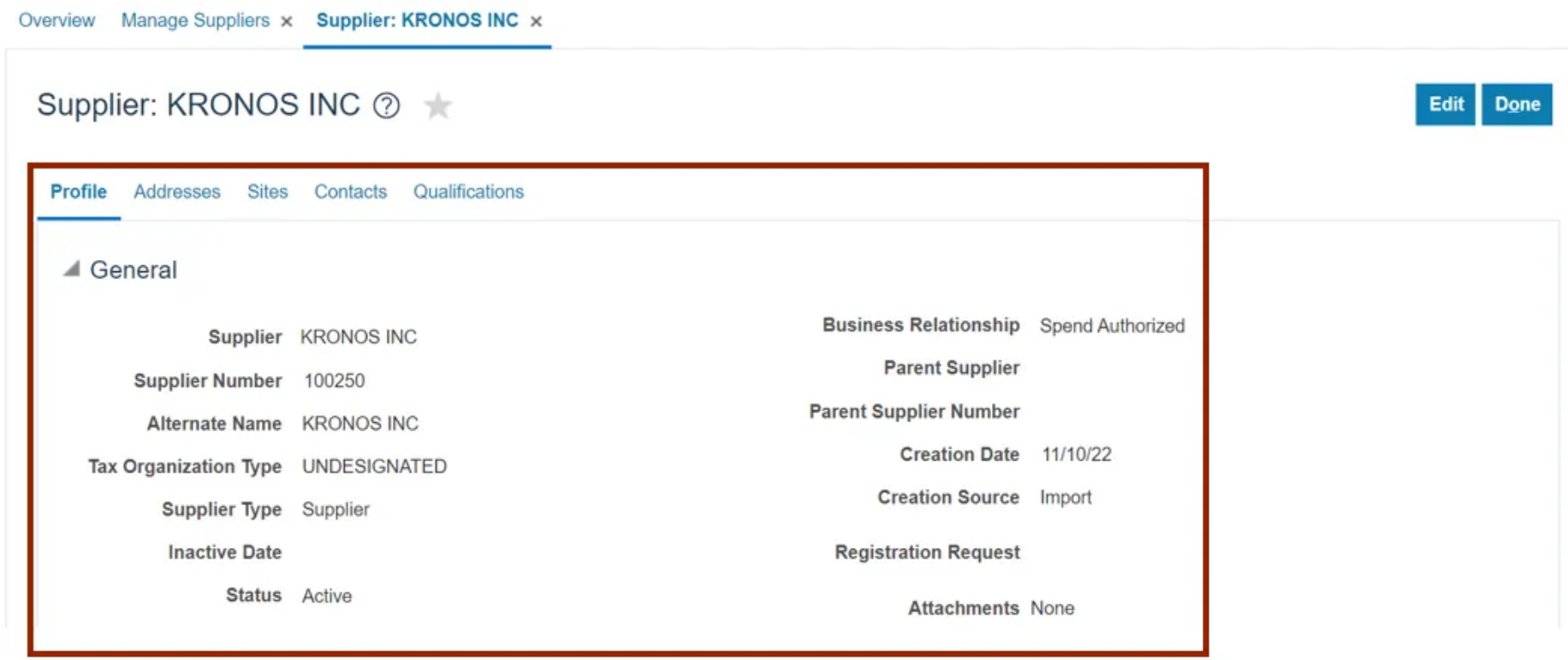
Step 4. Enter the Supplier details in the ***Keyword*** section and click the **Search** button. In this example, we choose **KRONOS INC.** Under ***Search Results*** section, select **KRONOS INC**.

Image



Step 5. The **Supplier** page opens. Click the **Profile** tab to view the details on the supplier profile. Begin the process of validation by reviewing the data on this page.

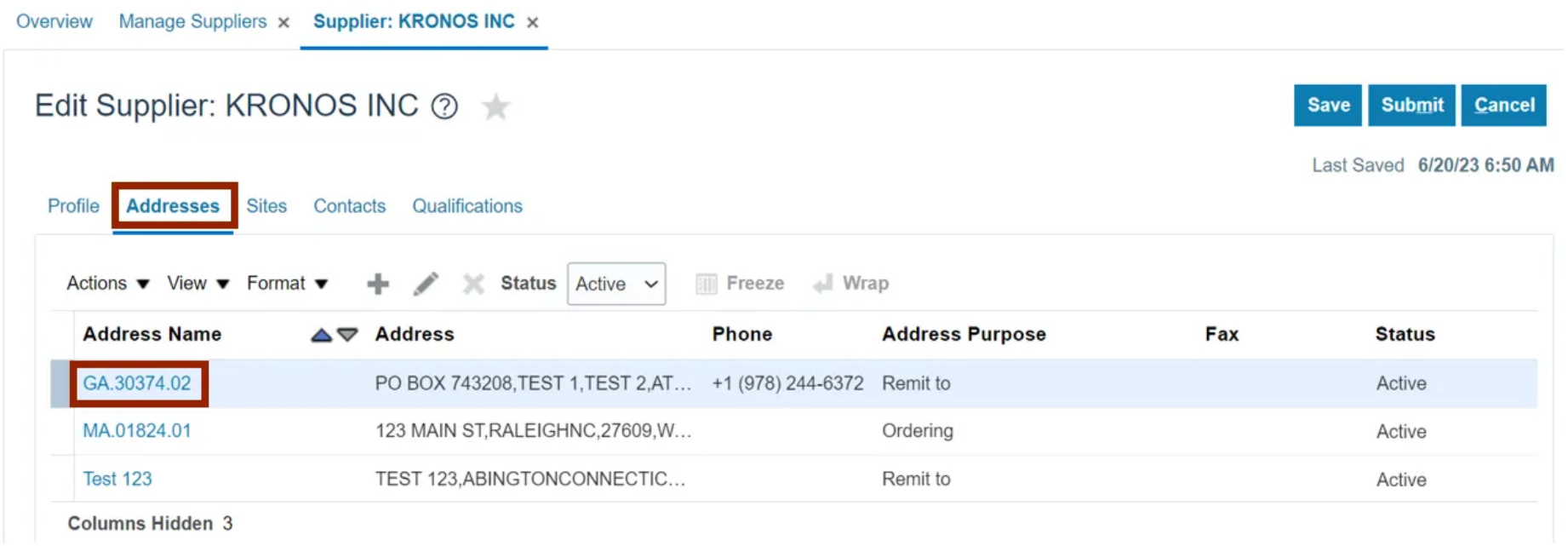
Image



Step 6. To validate the supplier's address, click the **Addresses** tab and the **Address link** to be reviewed.

In this example, we chose: **GA.30374.02**.

Image



Step 7. The **Address: GA.30374.02** page opens. Validate the Address data and Additional Information. After validating the information, click the **Done** button.

Image

Overview Manage Suppliers × Supplier: KRONOS INC ×

Done

Address: GA.30374.02

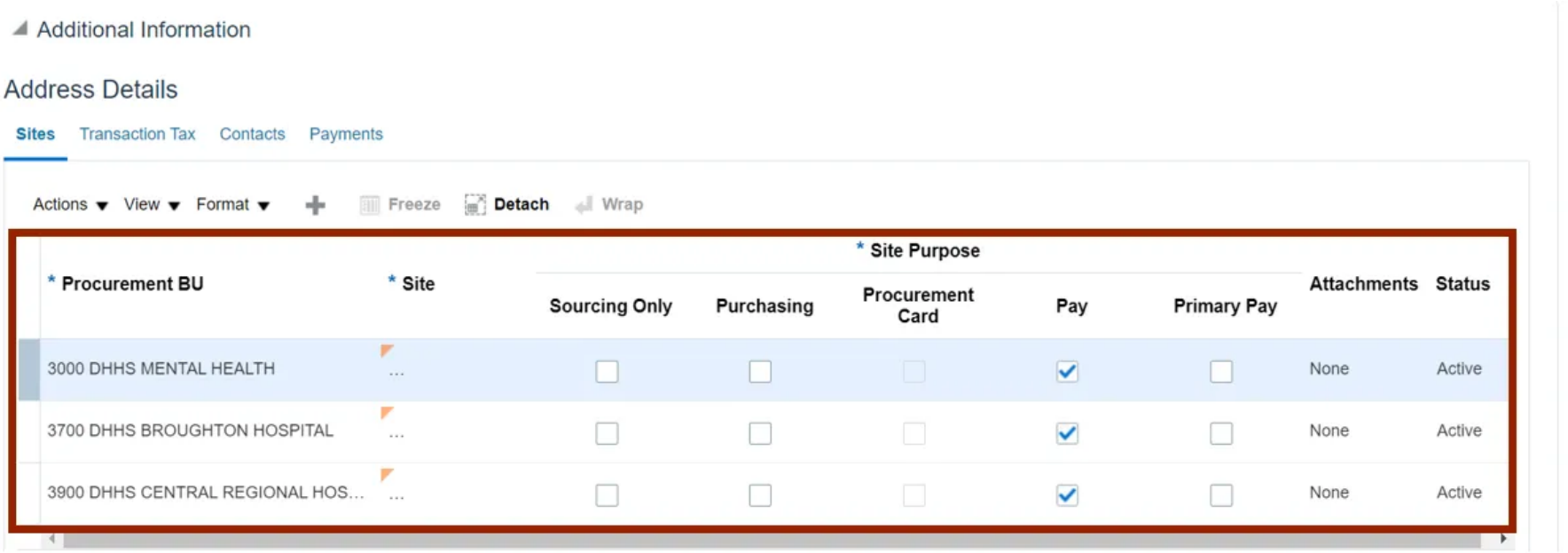
Address Name	GA.30374.02
Country	United States
Address Line 1	PO BOX 743208
Address Line 2	Test 1
Address Line 3	Test 2
Address Line 4	
City	ATLANTA
State	GA
Zip Code	30374
Zip Code Extension	3208
County	Fulton
Language	

Address Purpose

- ☐ Ordering
- ✓ Remit to
- ☐ RFQ or Bidding

Phone	1 978 2446372
Fax	
Email	
Inactive Date	
Status	Active

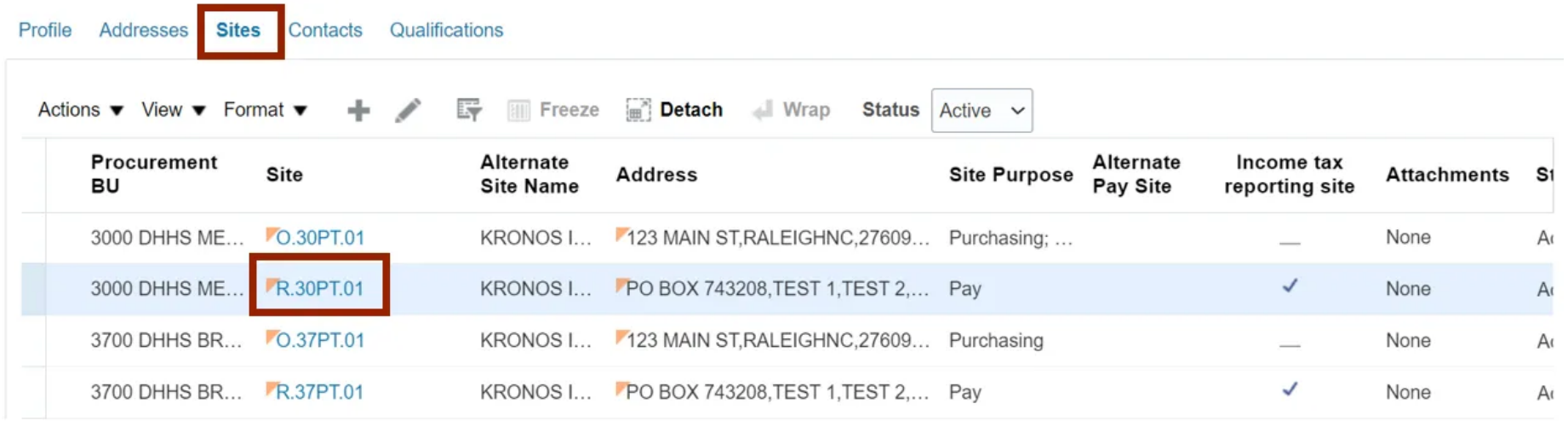
Image



Step 8. Click the **Sites** tab to validate this data. Click one the Pay Site that needs review.

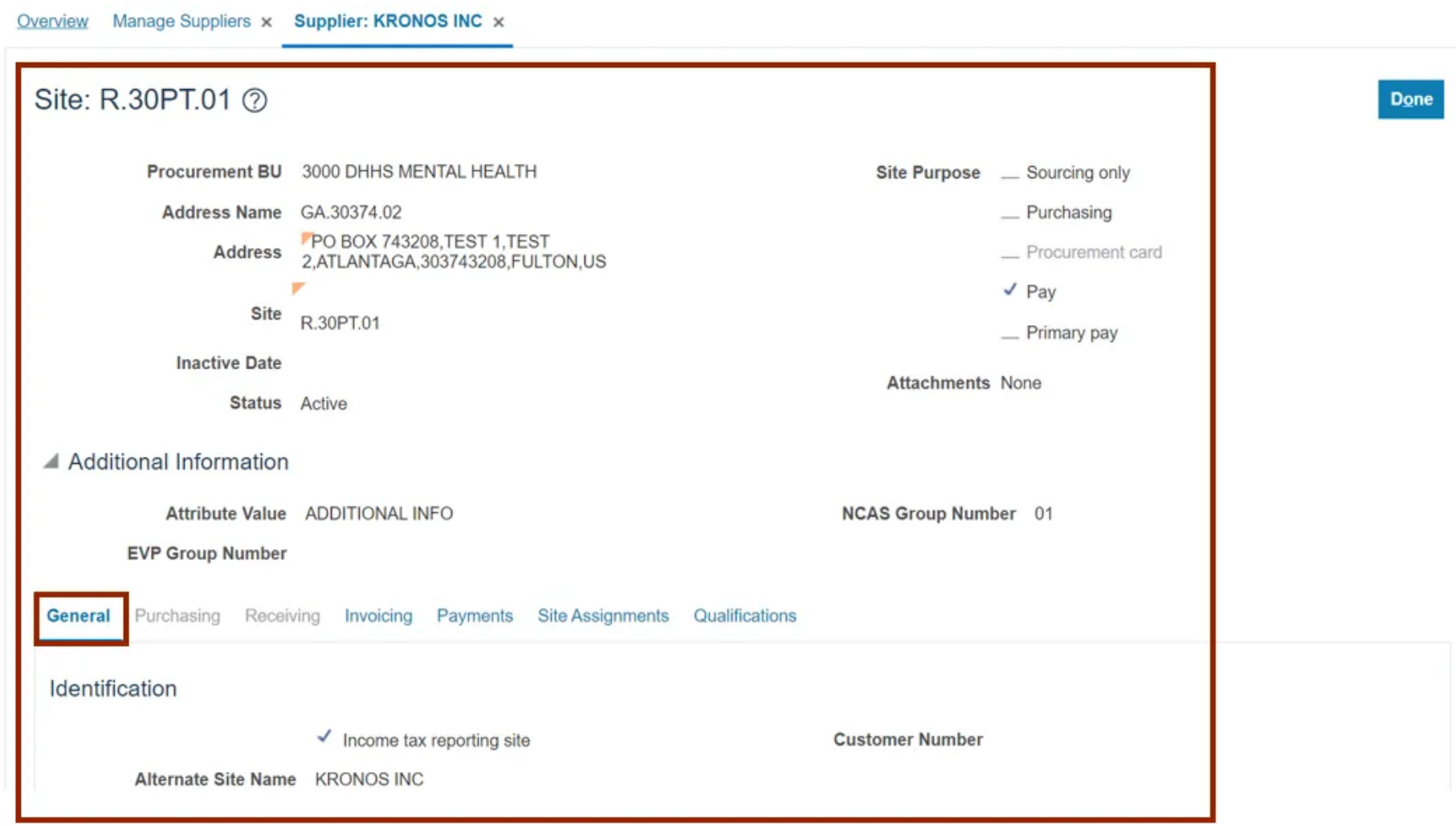
In this example, we chose: **R.30PT.01**.

Image



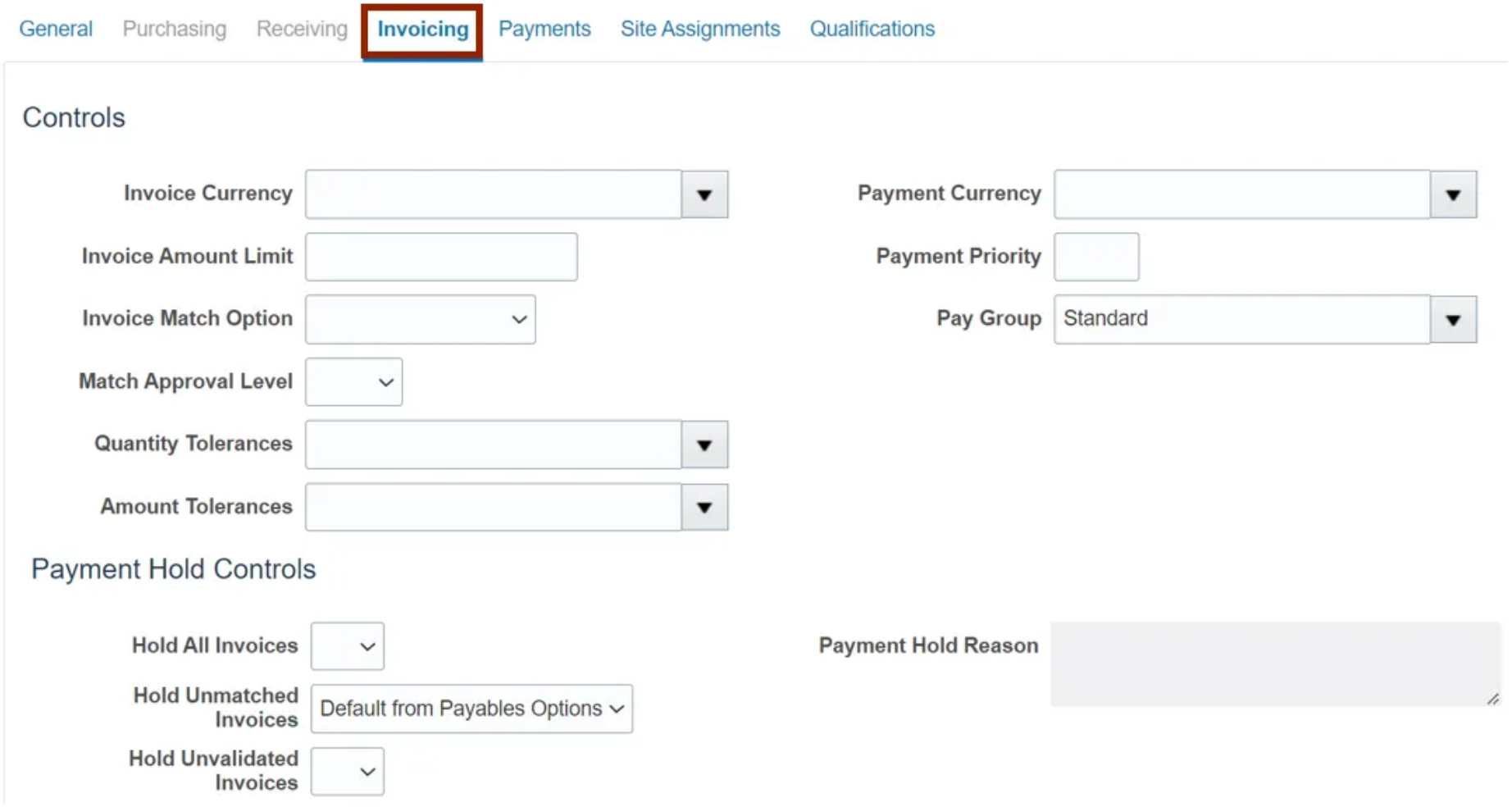
Step 9. The **Site: R.30PT.01** page opens. Under the **General** tab, validate the information.

Image



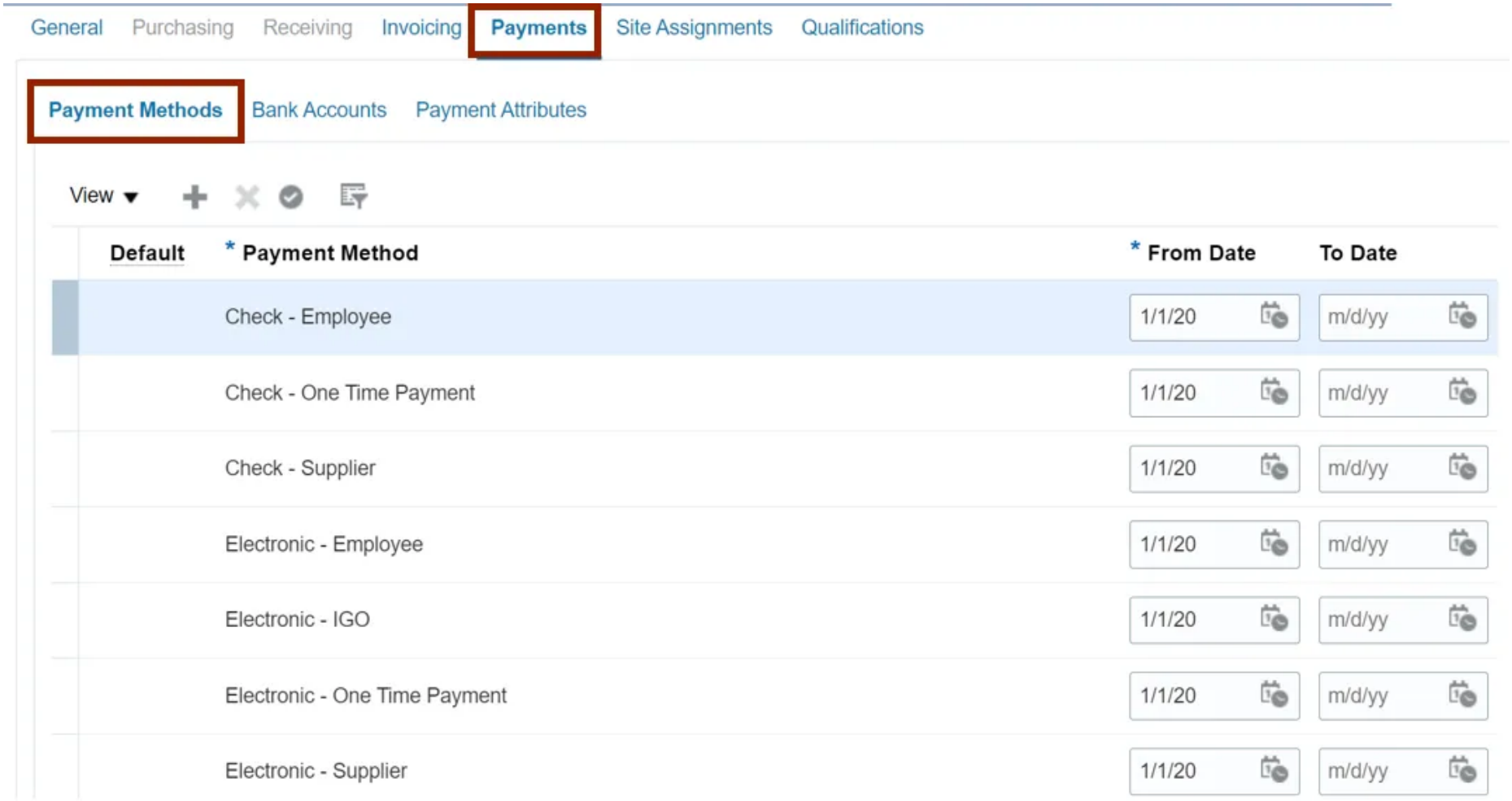
Step 10. Within the **Edit** Site page, validate the information on **Invoicing** tab.

Image



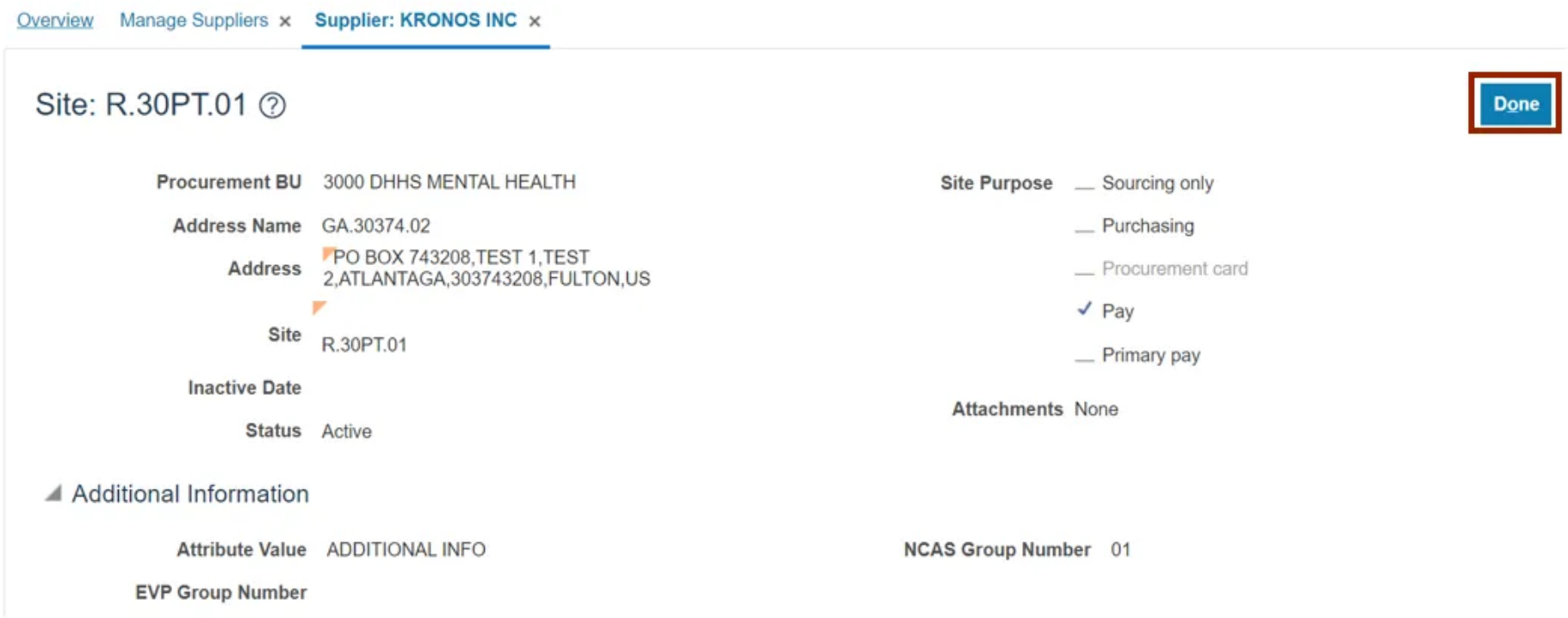
Step 11. Within the **Edit** Site page. validate the information on the **Payments** tab and **Payment Methods** sub-tab.

Image



Step 12. Once validated, click the **Done** button.

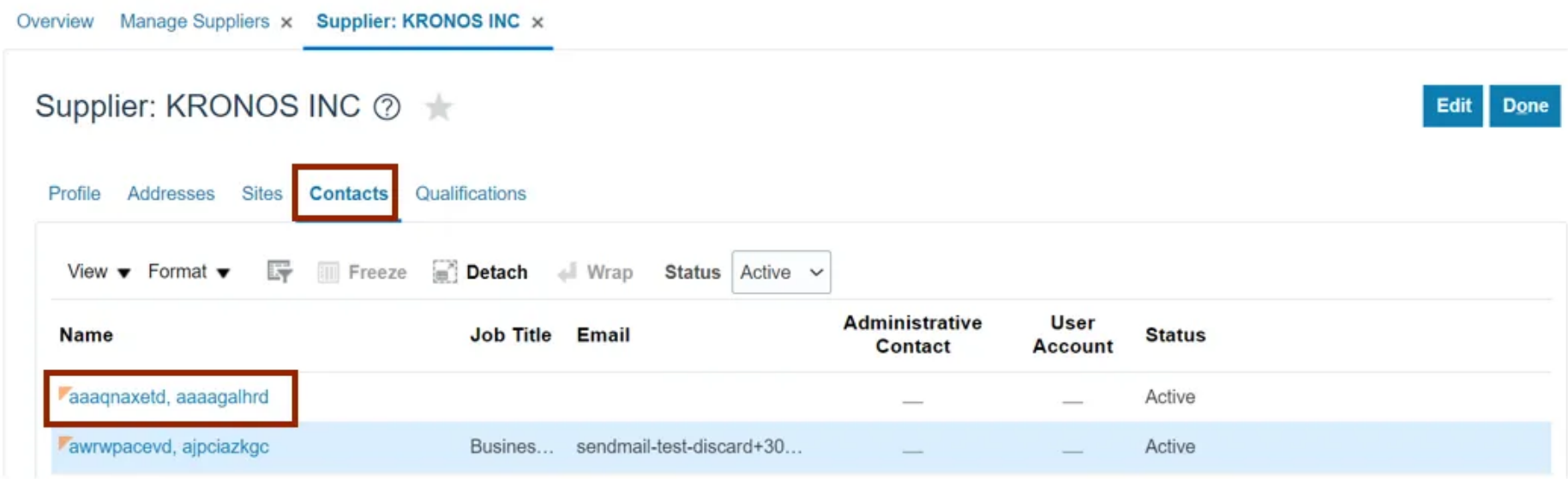
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Step 13. To validate the supplier's Contacts, click the **Contacts** tab and select the Name needing review.

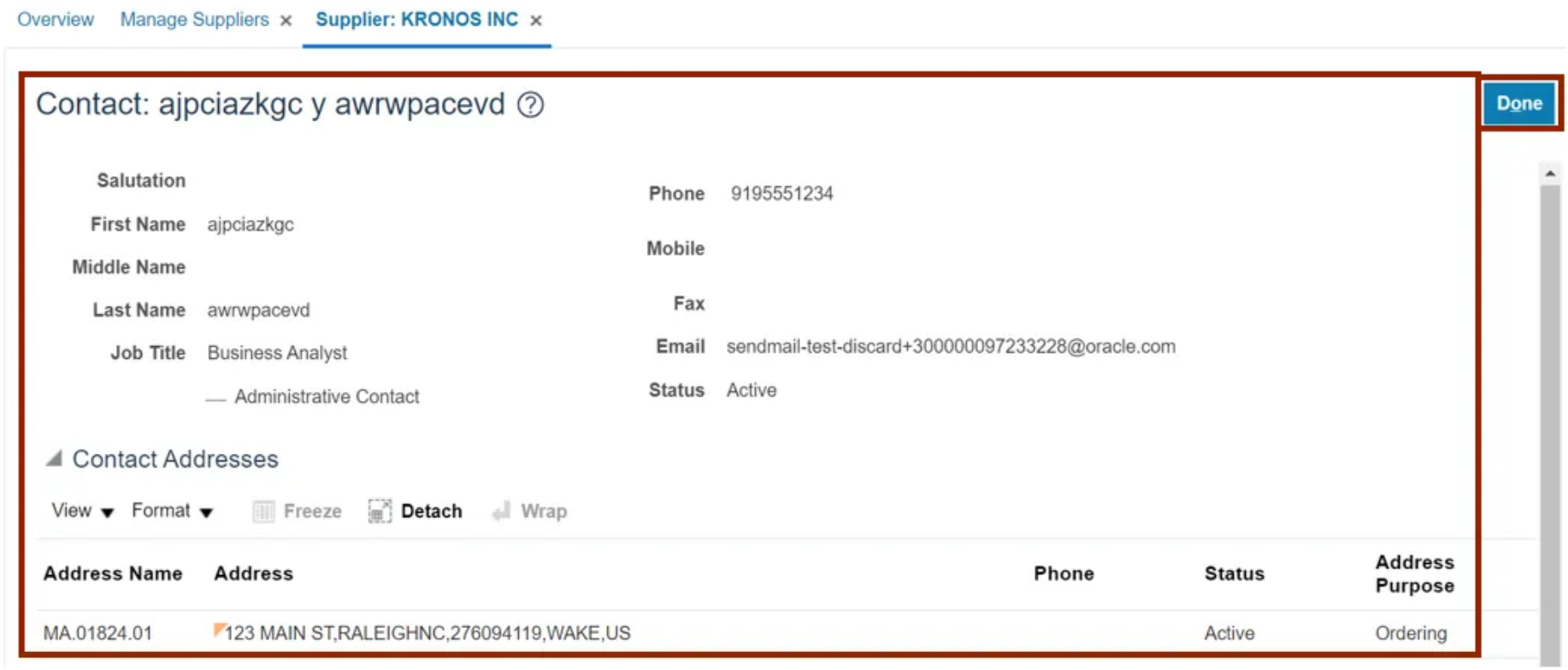
In this example, we chose: **awrwpacevd, ajpciazkgc**.

Image



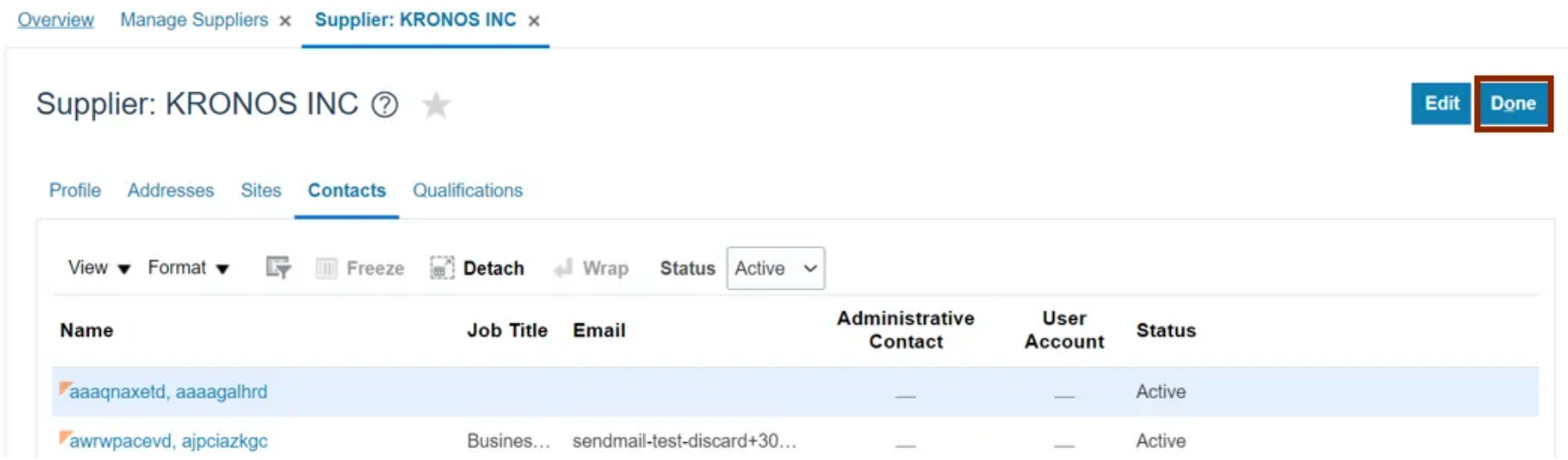
Step 14. The **Contact** page opens. Validate the Contact Details. Once validated, click the **Done** button.

Image



Step 15. On **Supplier** page, click the **Done** button.

Image



Note: After Done, you will be redirected to the **Manage Suppliers** page.

Wrap-Up

Users can search supplier records and validate the supplier information in NCFS, by using the steps explained above.

Additional Resources

- Web Based Training (WBT)
  - PO002 - Supplier Inquiry
- Instructor Led-Training (vILT)
  - PO104 - Supplier Registration
  - PO105 - Supplier Management

First Published

Mon, 07/24/2023

Last Updated

Fri, 08/22/2025

Printable PDF