



VIEW SUPPLIERS

P2P

QUICK REFERENCE GUIDE P2P-03

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 how to view suppliers in NCFS which will enable you to view suppliers which are created.

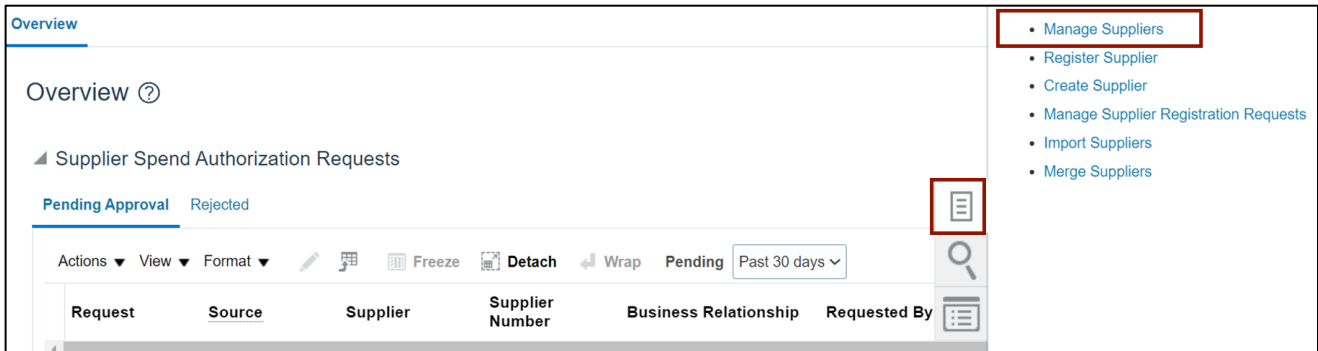
View Suppliers

To view suppliers in NCFS, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Procurement** tab, and click the **Suppliers** app.

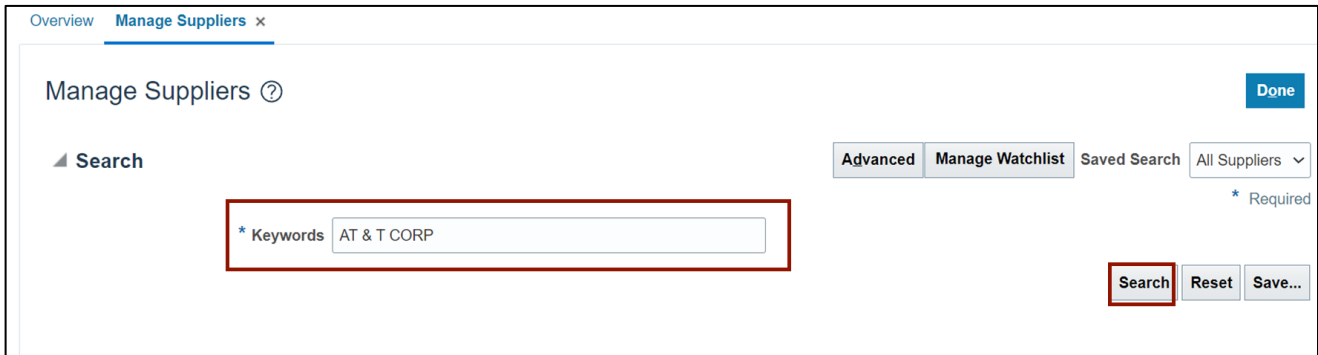


3. On the **Overview** dashboard, click the **Tasks** [] icon, and click **Manage Suppliers**.



4. Enter the **keywords** for the supplier in the ***Keywords** field.

In this example, we choose **AT&T CORP** and click the **Search** button.



- Click the **Supplier** link.

In this example, we choose **AT&T CORP.**

The screenshot shows the 'Manage Suppliers' interface. At the top, there are tabs for 'Overview' and 'Manage Suppliers'. Below the title 'Manage Suppliers', there is a search section with a 'Search' button and a text input field containing 'AT&T CORP'. To the right of the search field are buttons for 'Advanced', 'Manage Watchlist', and 'Saved Search', along with a dropdown menu set to 'All Suppliers'. Below the search field are 'Search', 'Reset', and 'Save...' buttons. The search results are displayed in a table with columns: Supplier, Suppli Numb., Alternate Name, Business Relationship, Parent Supplier, Creation Date, Inactive Since, and Tax Registration Number. The first row, 'AT&T CORP', is highlighted with a red box. Below the table are various action buttons like 'Register Supplier'.

- On the **Edit Supplier** page, click the **Profile** tab and validate the **Supplier Profile** information.

The screenshot shows the 'Edit Supplier: AT&T CORP' page. At the top, there are tabs for 'Overview', 'Manage Suppliers', and 'Supplier: AT&T CORP'. Below the title 'Edit Supplier: AT&T CORP', there are buttons for 'Save', 'Save and Close', and 'Cancel'. The 'Profile' tab is selected and highlighted with a red box. The 'Profile' section contains several fields: 'Supplier' (AT&T CORP), 'Supplier Number' (100851), 'Alternate Name' (AT&T CORP:AT&T:AT AND T:AT&T CO), 'Tax Organization Type' (UNDESIGNATED), 'Supplier Type' (Supplier), 'Inactive Date' (m/d/yy), 'Status' (Active), 'Business Relationship' (Spend Authorized), 'Parent Supplier' (searchable), 'Parent Supplier Number', 'Creation Date' (11/10/22), 'Creation Source' (Import), 'Registration Request', and 'Attachments' (None). Below the 'Profile' section is the 'Additional Information' section with fields for 'Attribute Value' (ADDITIONAL INFO), 'EVP Customer Number' (50861), and 'LAST MODIFIED' (m/d/yy).

7. Click the **Addresses** tab and validate the address information.

Overview Manage Suppliers x Supplier: AT&T CORP x

Edit Supplier: AT&T CORP ? ★ Save Save and Close Cancel

Profile **Addresses** Sites Contacts Qualifications

Actions View Format + ✎ 📄 Freeze ↕ Wrap Status Active ▾

Address Name	Address	Phone	Address Purpose	Status
FL.32260.08	PO BOX 600670,JACKSONVILLEFL,322600670,SAINT JOHNS,US	+1 (800) 349-1923	Remit to	Active
GA.30348.10	PO BOX 105251,ATLANTAGA,303485251,FULTON,US	+1 (561) 530-5564	Remit to	Active
GA.30348.12	PO BOX 105262,ATLANTAGA,303485262,FULTON,US	+1 (800) 945-6500	Remit to	Active
IL.60197.01	PO BOX 5075,CAROL STREAMIL,601975057,DUPAGE,US	+1 (561) 560-6554	Remit to	Active
IL.60197.02	PO BOX 5014,CAROL STREAMIL,601975014,DUPAGE,US	+1 (561) 530-5564	Remit to	Active
IL.60197.03	PO BOX 5001,CAROL STREAMIL,601975001,DUPAGE,US		Remit to	Active
IL.60197.04	PO BOX 5002,CAROL STREAMIL,601975002,DUPAGE,US	+1 (800) 722-3481	Remit to	Active
IL.60197.05	PO BOX 5019,CAROL STREAMIL,601975019,DUPAGE,US	+1 (877) 212-9500	Remit to	Active
IL.60197.06	PO BOX 5094,CAROL STREAMIL,601975094,DUPAGE,US		Remit to	Active
IL.60197.09	PO BOX 5019,CAROL STREAMIL,601975019,DUPAGE,US		Ordering	Active

8. Click the **Address Name** link.

In this example, we choose **FL.32260.08**.

Overview Manage Suppliers x Supplier: AT&T CORP x

Edit Supplier: AT&T CORP ? ★ Save Save and Close Cancel

Last Saved 6/2/23 9:26 AM

Profile **Addresses** Sites Contacts Qualifications

Actions View Format + ✎ 📄 Freeze ↕ Wrap Status Active ▾

Address Name	Address	Phone	Address Purpose	Status
FL.32260.08	PO BOX 600670,JACKSONVILLEFL,322600670,SAINT JOHNS,US	+1 (800) 349-1923	Remit to	Active
GA.30348.10	PO BOX 105251,ATLANTAGA,303485251,FULTON,US	+1 (561) 530-5564	Remit to	Active
GA.30348.12	PO BOX 105262,ATLANTAGA,303485262,FULTON,US	+1 (800) 945-6500	Remit to	Active
IL.60197.01	PO BOX 5075,CAROL STREAMIL,601975057,DUPAGE,US	+1 (561) 560-6554	Remit to	Active
IL.60197.02	PO BOX 5014,CAROL STREAMIL,601975014,DUPAGE,US	+1 (561) 530-5564	Remit to	Active
IL.60197.03	PO BOX 5001,CAROL STREAMIL,601975001,DUPAGE,US		Remit to	Active
IL.60197.04	PO BOX 5002,CAROL STREAMIL,601975002,DUPAGE,US	+1 (800) 722-3481	Remit to	Active
IL.60197.05	PO BOX 5019,CAROL STREAMIL,601975019,DUPAGE,US	+1 (877) 212-9500	Remit to	Active

9. Validate the Address. If the address added is correct, click the **Save and Close** button.

Overview Manage Suppliers x **Supplier: AT&T CORP** x

Edit Address: FL.32260.08 ? Save **Save and Close** Cancel

* Address Name

* Country

* Address Line 1

Address Line 2

Address Line 3

Address Line 4

* City

* State

* Zip Code

Zip Code Extension

* County

* Address Purpose Ordering
 Remit to
 RFQ or Bidding

Phone

Fax

Email

Inactive Date

Status Active

10. Click the **Sites** tab and validate the site information.

Overview Manage Suppliers x **Supplier: AT&T CORP** x

Edit Supplier: AT&T CORP ? ★ Save **Save and Close** Cancel

Profile **Addresses** Sites Contacts Qualifications

Actions View Format + Freeze Detach Wrap Status Active

Procurement BU	Site	Alternate Site Name	Address	Site Purpose	Alternate Pay Site	Income tax reporting site	Attachments
0100 NC GENE...	O.01PT.01	AT&T CORP	PO BOX 5019,CAROL STREAMI...	Purchasing		—	None
0100 NC GENE...	R.01PT.25	AT AND T	PO BOX 5019,CAROL STREAMI...	Pay		—	None

11. Click the **Site** link.

In this example, we choose **O.01PT.01**.

Overview Manage Suppliers x Supplier: AT&T CORP x

Edit Supplier: AT&T CORP ? ★ Save Save and Close Cancel

Last Saved 6/2/23 11:29 AM

Profile Addresses **Sites** Contacts Qualifications

Actions View Format + ✎ 📄 Freeze 📄 Detach 📄 Wrap Status Active ▾

Procurement BU	Site	Alternate Site Name	Address	Site Purpose	Alternate Pay Site	Income tax reporting site	Attachments
0100 NC GENE...	O.01PT.01	AT&T CORP	PO BOX 5019,CAROL STREAMI...	Purchasing	—	—	None
0100 NC GENE...	R.01PT.25	AT AND T	PO BOX 5019,CAROL STREAMI...	Pay	—	—	None

12. Validate the supplier site, click the **Save and Close** button.

Overview Manage Suppliers x Supplier: AT&T CORP x

Edit Site: O.01PT.01 ? Save **Save and Close** Cancel

Procurement BU 0100 NC GENERAL ASSEMBLY

Address Name IL.60197.09

Address PO BOX 5019,CAROL STREAMIL,60197,DUPAGE,US

* Site O.01PT.01

Inactive Date m/d/yy 📅

Status Active

* Site Purpose Sourcing only Purchasing Procurement card Pay Primary pay

Attachments None +

Additional Information

Attribute Value ADDITIONAL INFO ▾

EVP Group Number 50861-BJ

NCAS Group Number

13. Click the **Save and Close** button.

Overview Manage Suppliers x Supplier: AT&T CORP x

Edit Supplier: AT&T CORP ? ★

Save Save and Close Cancel

Profile Addresses Sites Contacts Qualifications

Actions View Format + Freeze Detach Wrap Status Active

Procurement BU	Site	Alternate Site Name	Address	Site Purpose	Alternate Pay Site	Income tax reporting site	Attachments
0100 NC GENE...	O.01PT.01	AT&T CORP	PO BOX 5019,CAROL STREAMI...	Purchasing		—	None
0100 NC GENE...	R.01PT.25	AT AND T	PO BOX 5019,CAROL STREAMI...	Pay		—	None
0200 ADMINIST...	O.02PT.01	AT&T CORP	PO BOX 5019,CAROL STREAMI...	Purchasing		—	None
0200 ADMINIST...	R.02PT.01	AT&T CORP	PO BOX 105251,ATLANTAGA,30...	Pay		✓	None
0200 ADMINIST...	R.02PT.04	AT&T COR...	PO BOX 5014,CAROL STREAMI...	Pay		—	None
0200 ADMINIST...	R.02PT.06	AT&T COR...	PO BOX 5075,CAROL STREAMI...	Pay		—	None
0200 ADMINIST...	R.02PT.07	AT&T COR...	PO BOX 5076,CAROL STREAMI...	Pay		—	None
0800 DEPARTM...	O.08PT.01	AT&T CORP	PO BOX 5019,CAROL STREAMI...	Purchasing		—	None

Note: Click the **Contacts** tab to view the supplier’s contacts information.

Wrap-Up

View suppliers using the steps above for any suppliers which are created.

Additional Resources

Web-Based Training (WBT)

- PO002: Supplier Inquiry