

## PeopleSoft Supplier Look Up

## Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

My Homepage	Accounts Payable WorkCenter	
	Look Up Short Supplier Name	×
Voucher	SetID SHARE	Help
Eind an Existing Value Keyword Search Add Business Unit UND01 Q Voucher ID NEXT Voucher Style Journal Voucher Name 1 Short Supplier Name	Supplier Name <u>contains</u> <u>jpm</u> Supplier ID <u>begins with</u> <u>Classification</u> = <u>v</u> <u>v</u> Persistence = <u>v</u> <u>v</u> Look Up <u>Clear</u> <u>Cancel</u> Basic Lookup	
Supplier ID Q Supplier Location Q Address Sequence Number Q Invoice Number Invoice Date II	View 100 First (1 or 1 ) Last Short Supplier Name Supplier Name Supplier ID Classification Persistence JPMORGAN-001 JPMORGAN CHASE BANK, NA 0000111577 Supplier Regular	
Add Find an Existing Value   Keyword Search   Add a New		
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1: Click on Short Supplier name

2: For the drop-down box by Supplier Name select <u>contains</u>.

3: Type in the supplier name.

4: Click Look up

5: Select the supplier (click on name)

