

PeopleSoft Supplier Look Up

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

Accounts Payable WorkCenter

Look Up Short Supplier Name

SetID: SHARE

Short Supplier Name: begins with []

Supplier Name: contains [jpm]

Supplier ID: begins with []

Classification: [=] []

Persistence: [=] []

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results

View 100 First 1 of 1 Last

Short Supplier Name	Supplier Name	Supplier ID	Classification	Persistence
JPMORGAN-001	JPMORGAN CHASE BANK, NA 0000111577	Supplier	Regular	

1: Click on Short Supplier name

2: For the drop-down box by Supplier Name select **contains**.

3: Type in the supplier name.

4: Click **Look up**

5: Select the supplier (click on name)