P2P-03 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 how to view suppliers in NCFS which will enable you to view suppliers which are created.

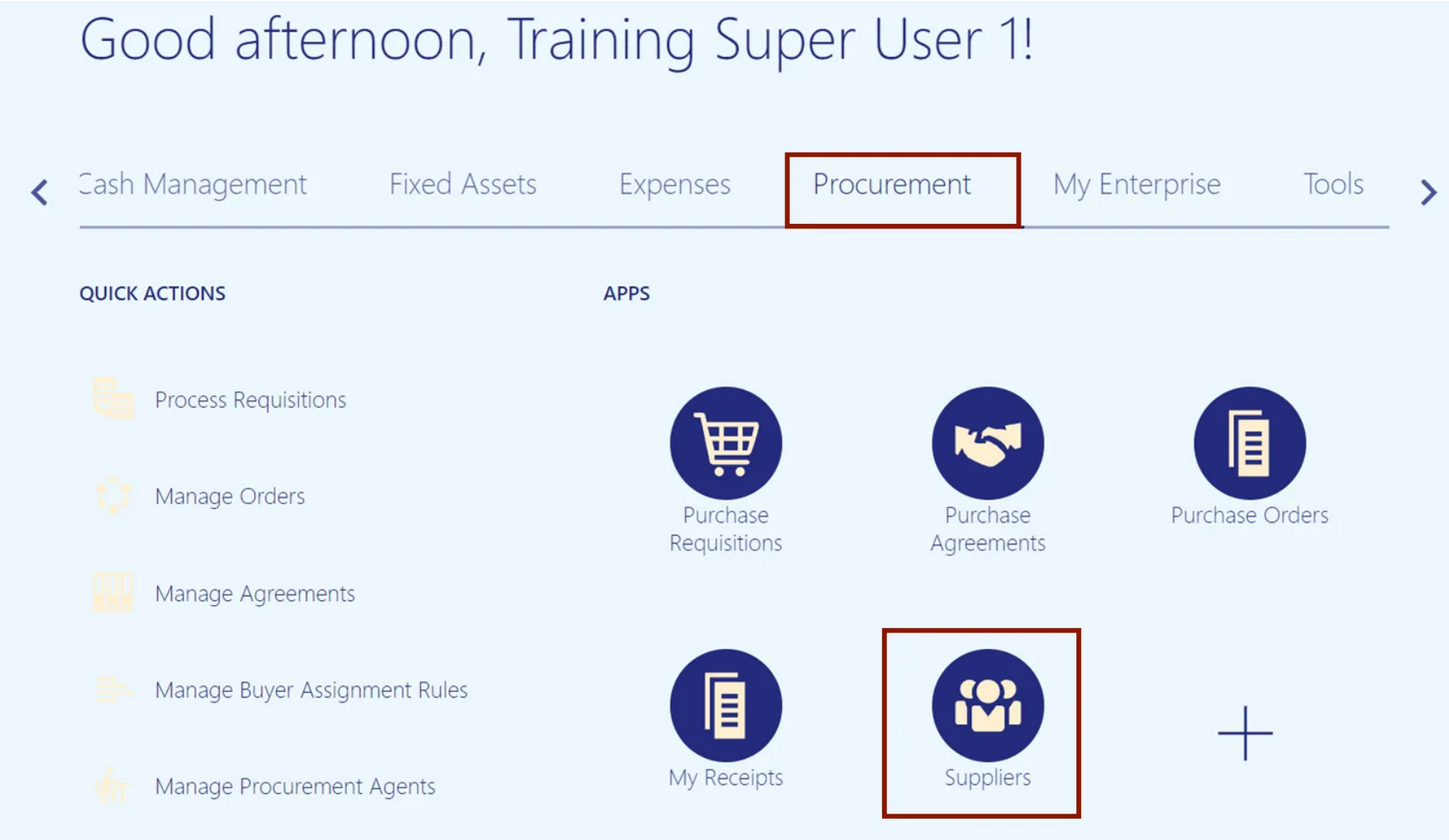
View Suppliers

To view suppliers in NCFS, please follow the steps below. There are 13 steps to complete this process.

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

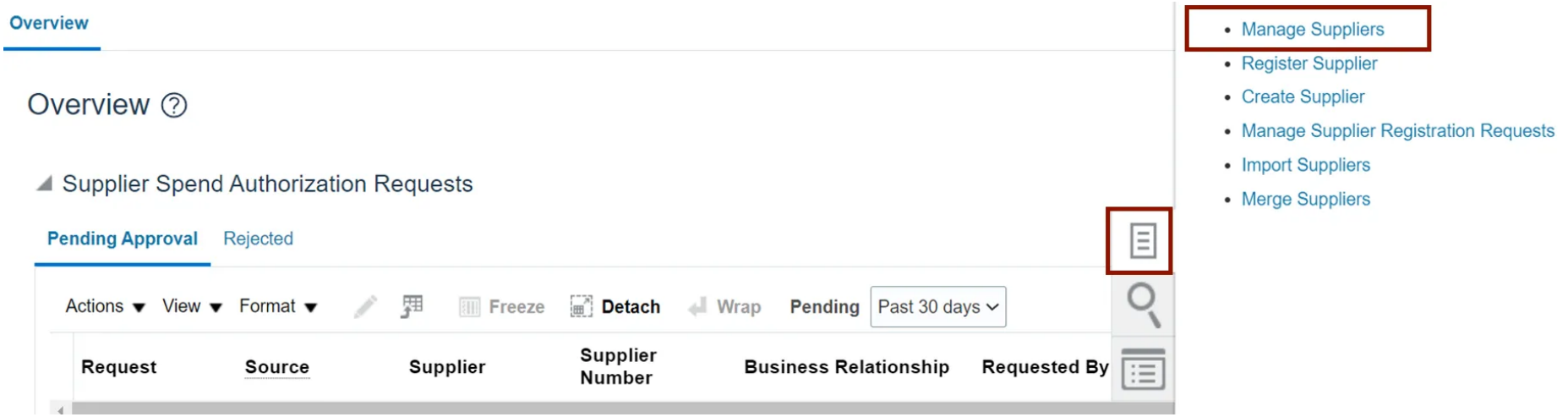
Step 2. On the **Home** page, click the **Procurement** tab, and click the **Suppliers** app.

Image



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

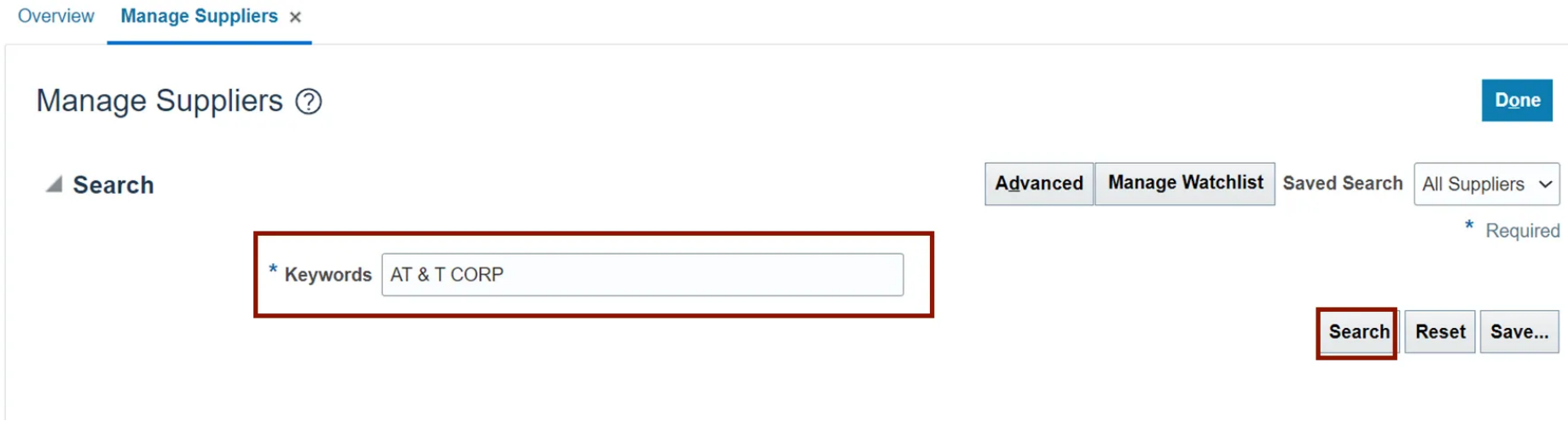
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Step 4. Enter the **keywords** for the supplier in the ***Keywords** field.

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

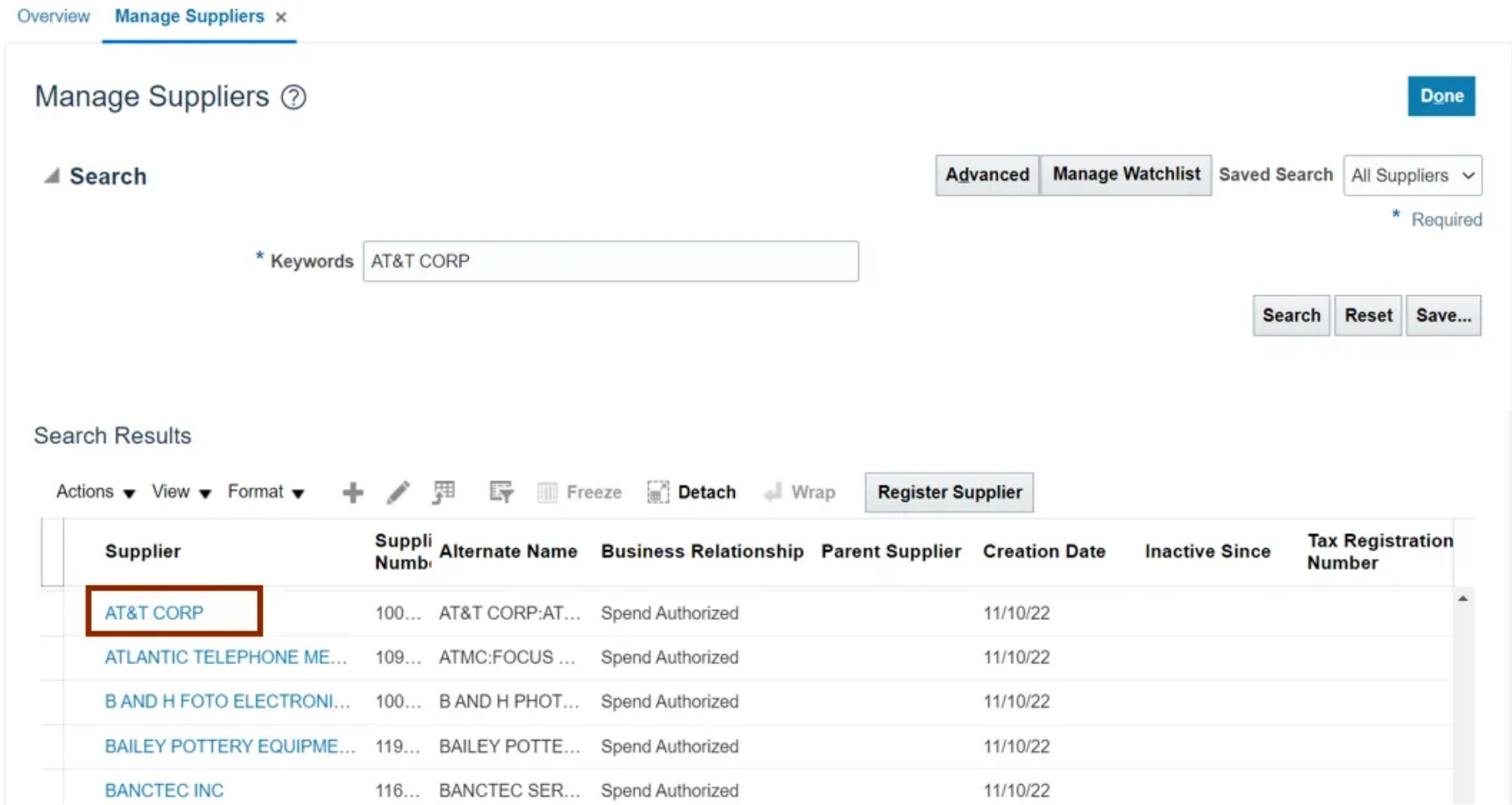
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Step 5. Click the **Supplier** link.

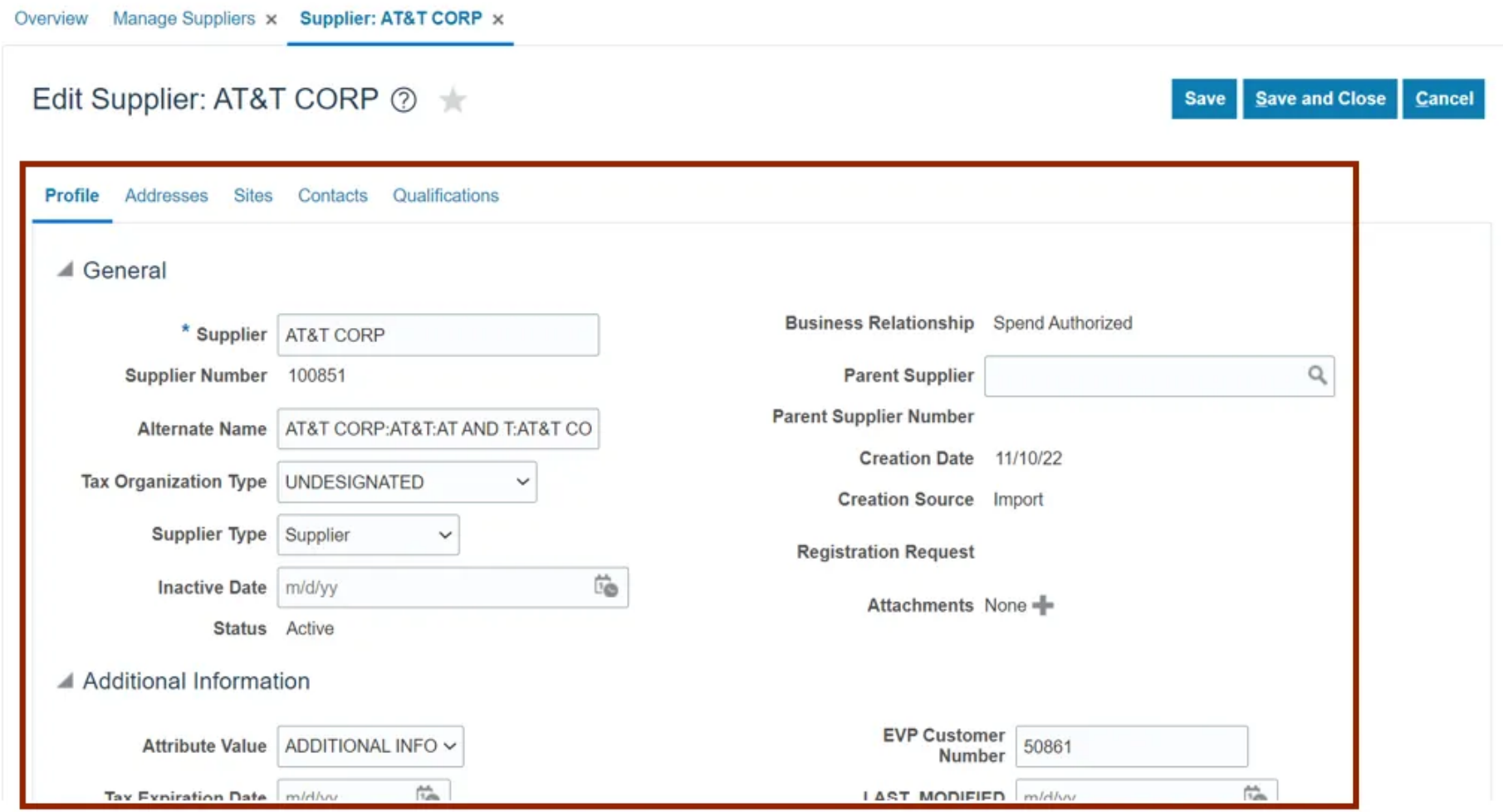
In this example, we choose **AT&T CORP**.

Image



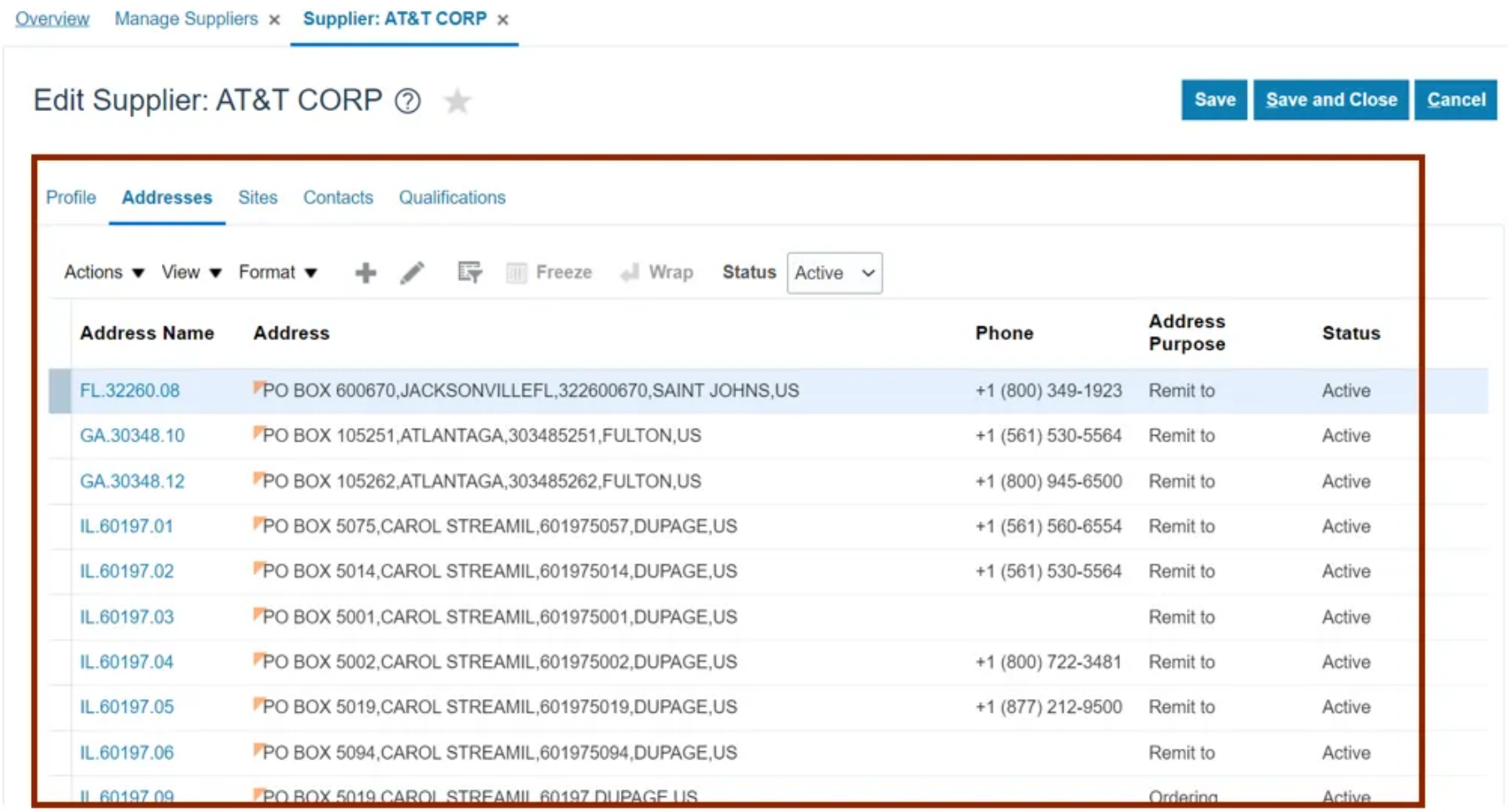
Step 6. On the **Edit Supplier** page, click the **Profile** tab and validate the **Supplier Profile** information.

Image



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

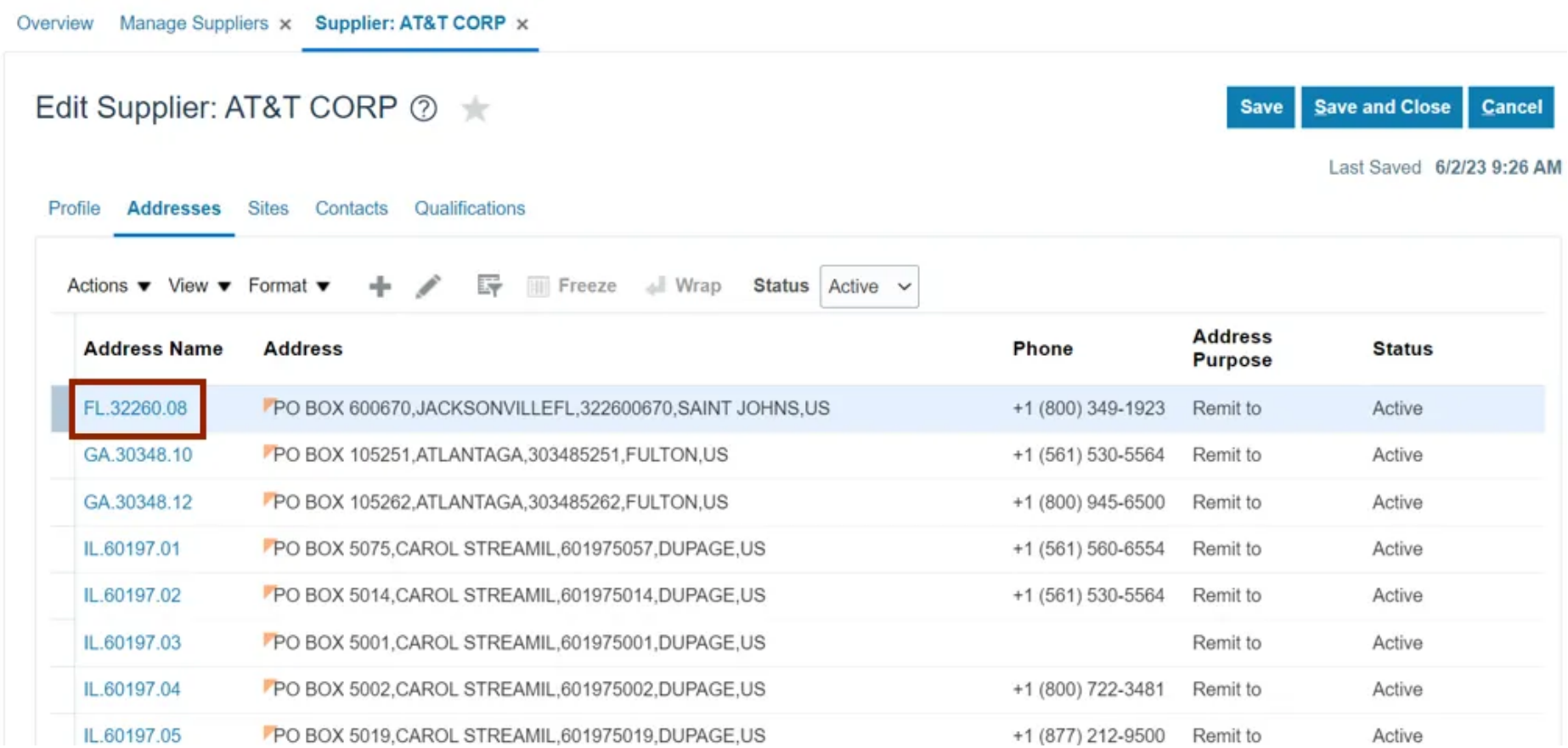
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Step 8. Click the **Address Name** link.

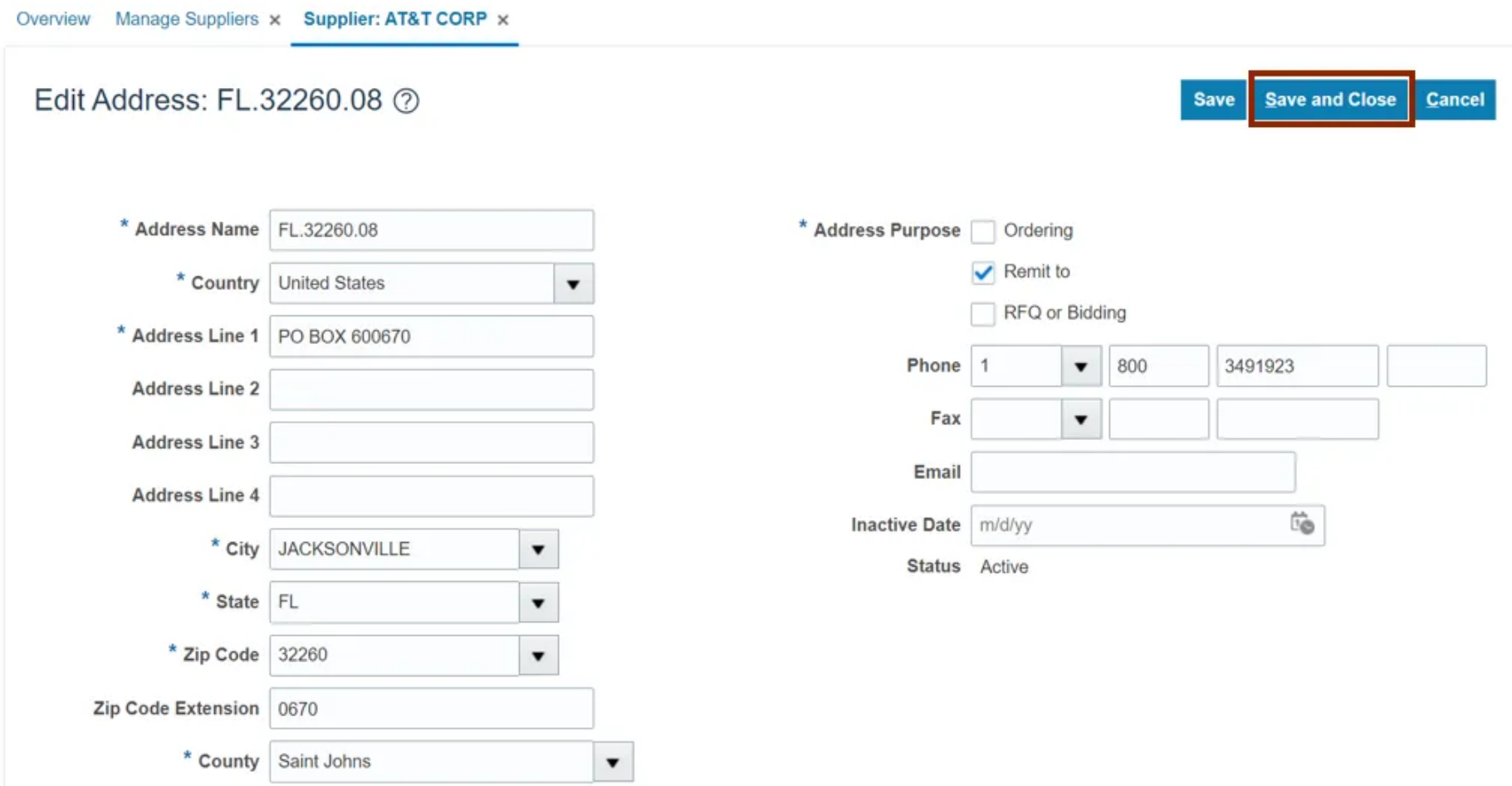
In this example, we choose **FL.32260.08**.

Image



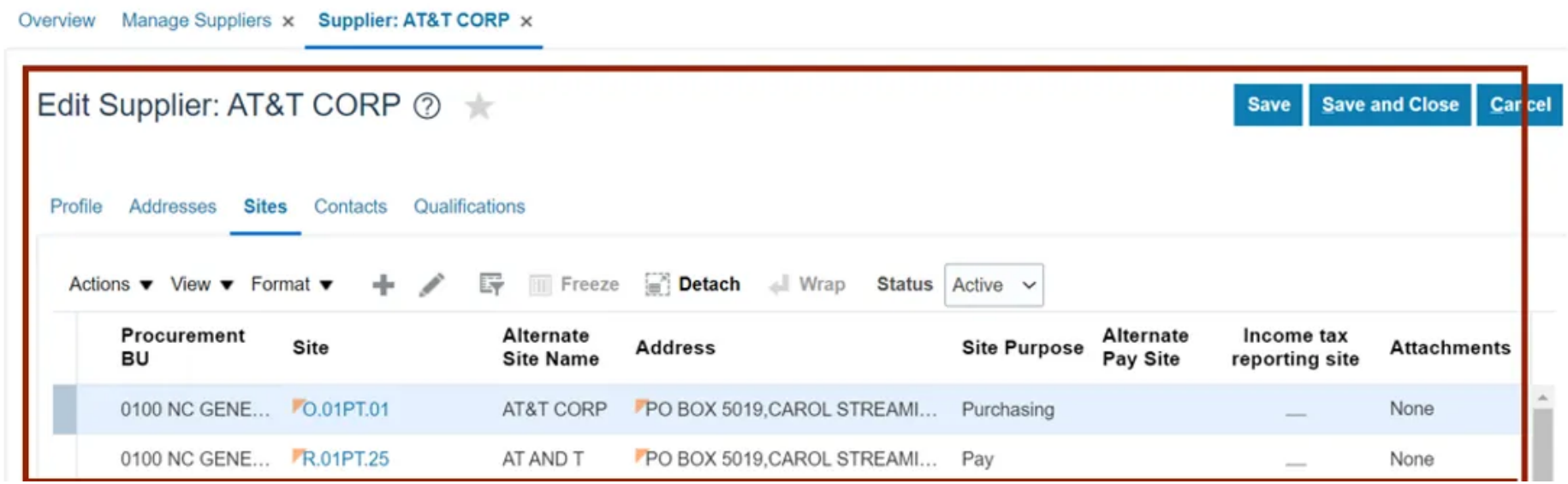
Step 9. Validate the Address. If the address added is correct, click the **Save and Close** button.

Image



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

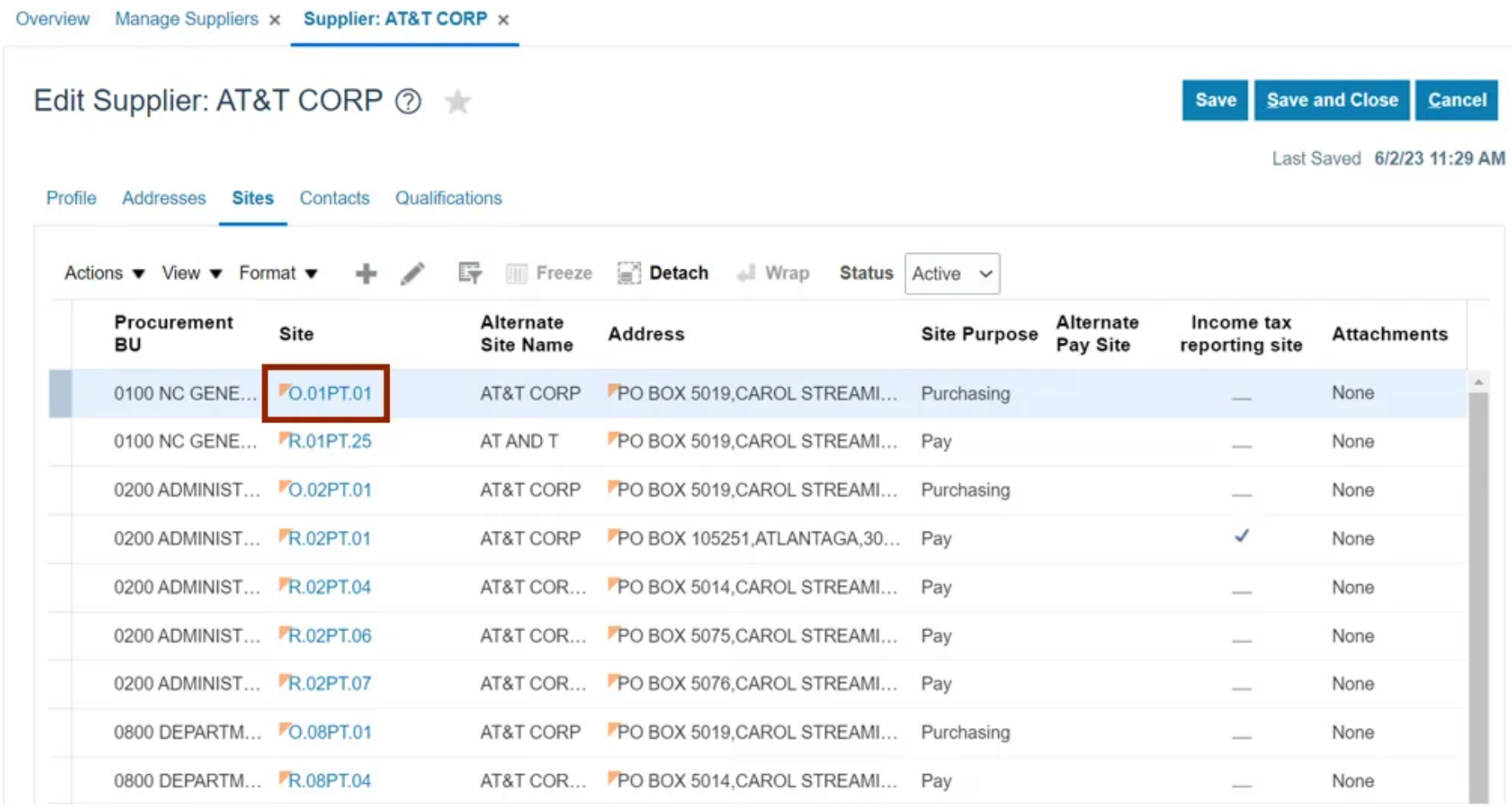
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Step 11. Click the **Site** link.

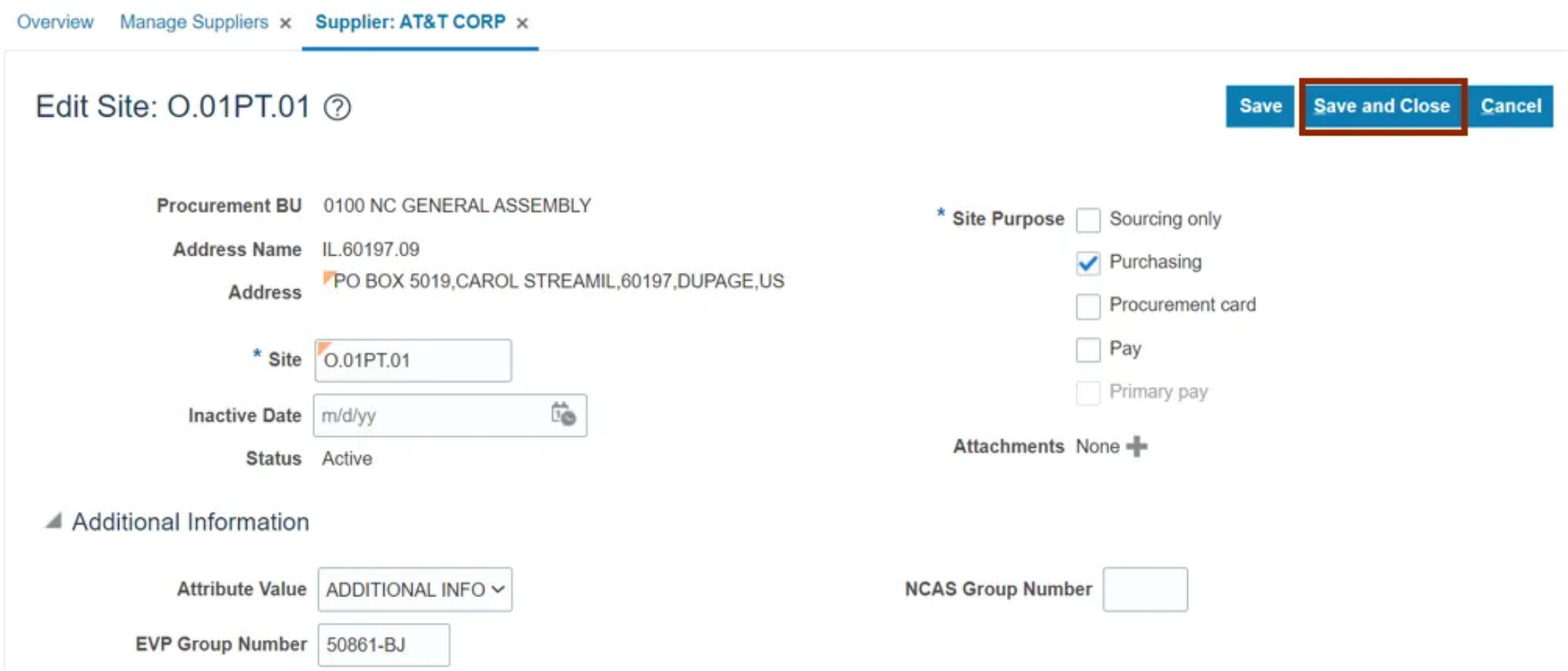
In this example, we choose **O.01PT.01**.

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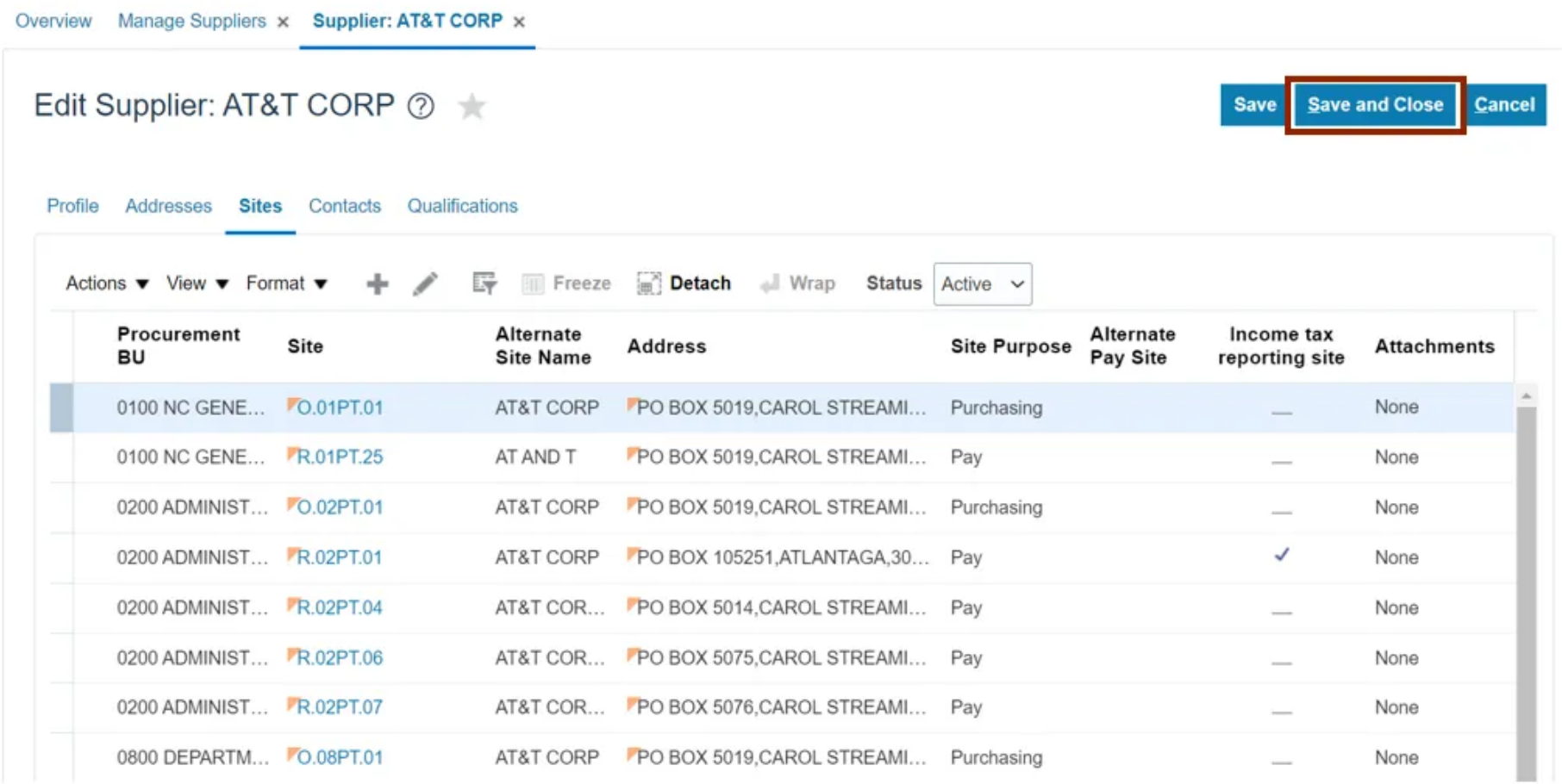
Step 12. Validate the supplier site, click the **Save and Close** button.

Image



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

Image



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

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