

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

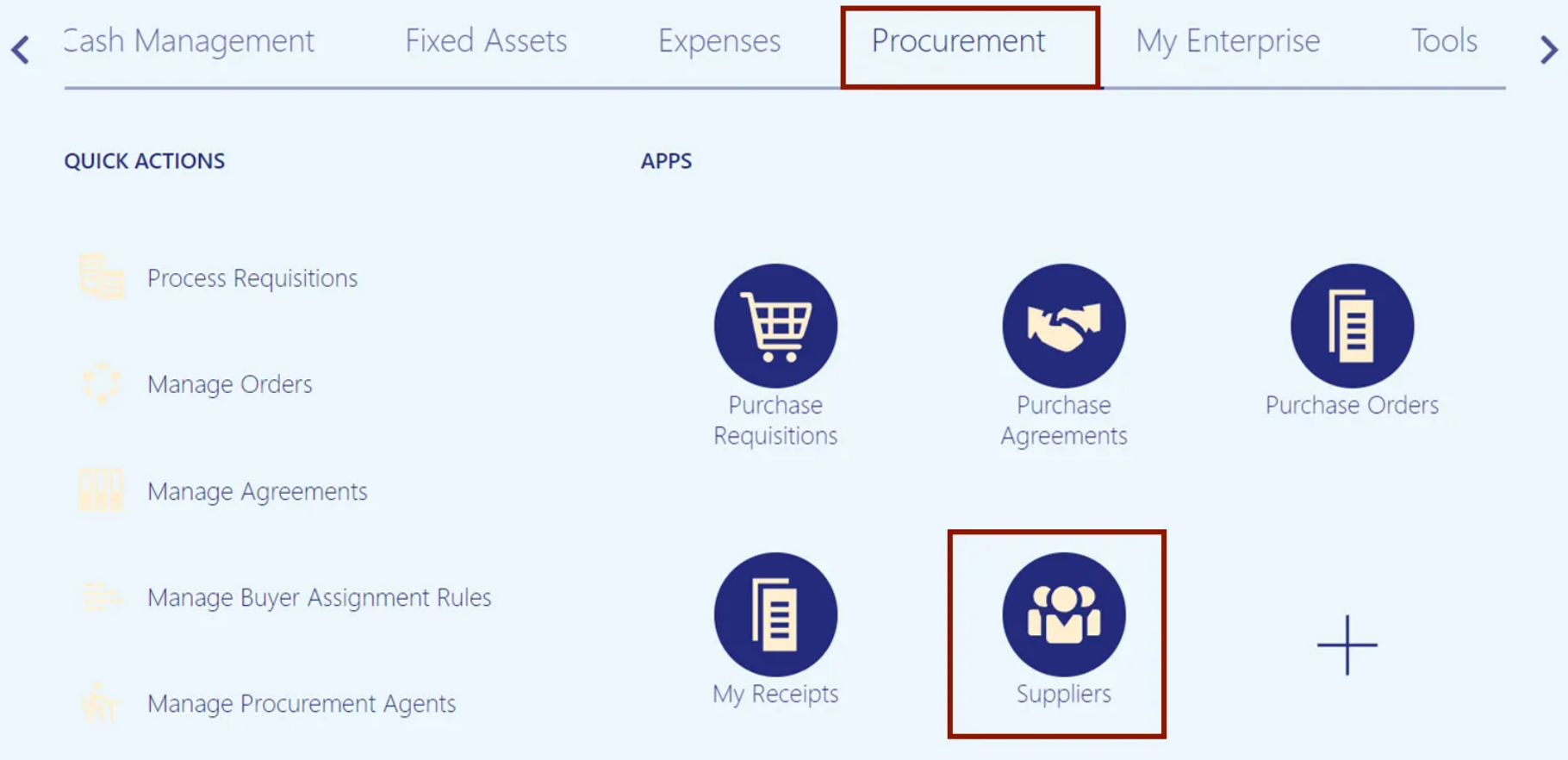
To view suppliers in NCFS, please follow the steps below. There are 13 steps to complete this process.

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

Good afternoon, Training Super User 1!



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

Image

Overview

Overview ?

Supplier Spend Authorization Requests

Pending Approval Rejected

Actions View Format Freeze Detach Wrap Pending Past 30 days

Request Source Supplier Supplier Number Business Relationship Requested By

- Manage Suppliers
- Register Supplier
- Create Supplier
- Manage Supplier Registration Requests
- Import Suppliers
- Merge Suppliers

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.

Image

Overview Manage Suppliers x

Manage Suppliers ?

Done

Search

Advanced Manage Watchlist Saved Search All Suppliers

* Required

* Keywords AT & T CORP

Search Reset Save...

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

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

Image

Overview

Manage Suppliers ×

Manage Suppliers ?

Done

▲ Search

AdvancedManage WatchlistSaved SearchAll Suppliers ▼

* KeywordsAT&T CORP

SearchResetSave...

* Required

Search Results

Actions ▼View ▼Format ▼+✎📅📄📊FreezeDetachWrapRegister Supplier

Supplier	Suppli Numb	Alternate Name	Business Relationship	Parent Supplier	Creation Date	Inactive Since	Tax Registration Number
AT&T CORP	100...	AT&T CORP:AT...	Spend Authorized		11/10/22		
ATLANTIC TELEPHONE ME...	109...	ATMC:FOCUS ...	Spend Authorized		11/10/22		
B AND H FOTO ELECTRONI...	100...	B AND H PHOT...	Spend Authorized		11/10/22		
BAILEY POTTERY EQUIPME...	119...	BAILEY POTTE...	Spend Authorized		11/10/22		
BANCTEC INC	116...	BANCTEC SER...	Spend Authorized		11/10/22		

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

Image

Edit Supplier: AT&T CORP ? ★

Save

Save and Close

Cancel

Profile Addresses Sites Contacts Qualifications

General

* 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

Parent Supplier Number

Creation Date 11/10/22

Creation Source Import

Registration Request

Attachments None +

Additional Information

Attribute Value ADDITIONAL INFO ▼

EVP Customer Number 50861

Tax Expiration Date m/d/yy

LAST MODIFIED m/d/yy

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

Image

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

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

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

Image

Edit Supplier: AT&T CORP ? ★

Save **Save and Close** **Cancel**

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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

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

Image

Edit Address: FL.32260.08 ?

Save

Save and Close

Cancel

* Address Name	FL.32260.08
* Country	United States ▼
* Address Line 1	PO BOX 600670
Address Line 2	
Address Line 3	
Address Line 4	
* City	JACKSONVILLE ▼
* State	FL ▼
* Zip Code	32260 ▼
Zip Code Extension	0670
* County	Saint Johns ▼

* Address Purpose	☐ Ordering
	☒ Remit to
	☐ RFQ or Bidding
Phone	1 ▼ 800 3491923
Fax	▼
Email	
Inactive Date	m/d/yy 
Status	Active

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

Image

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

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

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

Image

Edit Supplier: AT&T CORP ? ★

Save Save and Close Cancel

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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	
0800 DEPARTM...	R.08PT.04	AT&T COR...	PO BOX 5014,CAROL STREAMI...	Pay		—	None	

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

Image

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 STREAM,IL,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 v

EVP Group Number 50861-BJ

NCAS Group Number

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

Image

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](#)

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