PeopleSoft 8.8 is a web-based system and is accessed using your Internet browser. Open your Internet browser (i.e. Internet Explorer, Mozilla, etc.).

Sign in to PeopleSoft. Enter your login information using your current Novell user ID and password and click the Sign In button.
You are now logged into PeopleSoft and should see a menu to the left of the screen.

Note: In the top border of your window you will see your user Id.
In the menu, click on the Vendors link.
You will be directed to the Vendors Menu. Notice that you now have both the menu to the left and a more expanded version to the right. You may use either menu in navigating through PeopleSoft.

Note: You can also minimize and maximize the menu on the left side using the minimize button to the right.

To maximize the menu out again click on the maximize icon at the top left of your screen.
In the Vendors Menu, click on the Add/Update link.
Now click on Review Vendors.
The Review Vendors window is now displayed. There are several ways to look up a vendor. These include by Vendor ID, Vendor Name, Federal Vendor TIN (Federal Tax Identification Number), etc. Please note that looking up vendors using social security numbers will not be allowed due to privacy issues. Please contact the Vendor Specialist in Accounts Payable when looking up a vendor using a social security number.
If you know the Vendor ID you are looking for you may enter it into the Payment Reference ID section. Then click on Search.
Once you have clicked on Search it will load the information for that vendor at the bottom of the page, using the Scroll bar on your right, scroll to the bottom of the page. Notice that there are several addresses listed in the screen. Also notice that the screen only displays the first 10 of the 126 total address locations for this vendor.

Note: We’ve asked our technical team to add the address location numbers (i.e. 003) next to each listed address. If you have questions about what number a particular location address is, please contact the Vendor Specialist in Accounts Payable.

Also at this time, we are limited in the amount of the address for each location that can be displayed. If you are having a hard time finding a particular address location, please call the Vendor Specialist in Accounts Payable. We have also asked our technical team to add this and phone numbers for the vendors.
Notice that there are three tabs of information; Main Information, Additional Vendor Info, and Audit Information.
Click on the Additional Vendor Info tab.
Using Vendor Inquiry in PeopleSoft 8.8

This will give you additional information about the vendor you are searching on.

Note: Only Federal Tax Identification numbers will be displayed. Social security numbers will not be displayed due to privacy reasons.

Please notice the Withholding box on the Additional Vendor Info tab. If this withholding box is checked and you are paying for services then the vendor may be an independent contractor. Please contact the Independent Contractor Specialist in Accounts Payable for more information.
Now click on the Audit Information tab.
This will again give you more information about your vendor.

Note: If you wish to view all the information about the vendor at once you may click on the expand button.

This will take all three tabs of information and display them on one screen. However, you will notice that not all of the information will fit in your monitor display and you will need to use your Left and Right scroll bar to view the other information. To view the information in tab form again, click on the collapse button.