

Step-by-Step Guide

CU Supplier Portal: Searching for Suppliers in PeopleSoft

In This Guide

Suppliers should be invited to register in the CU Supplier Portal if they don't have a record in CU Marketplace. You can use the PeopleSoft Finance System to determine whether a supplier has a record in CU Marketplace.

This guide discusses:

- ✓ Searching for suppliers in the PeopleSoft Finance System
- ✓ Identifying whether suppliers have records in CU Marketplace

Procedure

1. Begin by accessing the PeopleSoft Finance System via [your campus portal](#). Locate your **CU Resources** section and, under the **Business Applications** area, select the **Finance** link.

Don't see the **Finance** link? Then you don't have access to the PeopleSoft Finance System. Instead, contact the Finance & Procurement Help Desk at 303-837-2161 or FinProHelp@cu.edu.

2. Use the navigation menu on the left side of your screen and go to **Vendors > Vendor Information**.
3. Search by the supplier's name, first in the **Name 1** field and then (if the supplier wasn't found) in the **Name 2** field. (Name 1 is the supplier's legal name and Name 2 is the supplier's DBA – or “doing business as” – name.) You can also search by the supplier's tax ID number.
 - If the supplier wasn't found, then the supplier does not have a record in CU Marketplace. Refer to the Step-by-Step Guide [CU Supplier Portal: Inviting Suppliers to Register](#) for further guidance.
 - If the supplier was found, continue to the next step (step 4).
4. Select the supplier from the list of results.
5. Look at the **eProcurement Vendor** check box within the Vendor Classification section.
 - If the box is checked, continue to the next step (step 6).
 - If the box is not checked,

The screenshot shows the 'Identifying Information' tab selected. The 'Vendor Name' section displays: Name 1: Ferguson Enterprises Inc, Name 2: (blank), ShortName: FERGUSON, FERGUSON-002, and Created By: 77788899. The 'Vendor Classification' section shows: Classification: Corp, W9 Status: W9 Recv, Status Date: 01/08/2001, Existing vendor conversation: ☒, 1099: ☐, Open For Ordering: ☒, and eProcurement Vendor: ☒. Red circles highlight the 'Status: Approved' field and the 'eProcurement Vendor' checkbox.

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then the supplier does not have a record in CU Marketplace. Refer to the Step-by-Step Guide [CU Supplier Portal: Inviting Suppliers to Register](#) for further guidance.

6. Finally, look at the supplier's status within the Vendor Classification section.

- If the status is *Approved*, there's nothing more to do! The supplier already has a record in CU Marketplace.
- If the status is not *Approved*, email PSC-Vendoring@cu.edu to approve the supplier. The supplier will then have a record in CU Marketplace.