# Find Supplier Information in Workday
## Quick Reference Guide

## Find Supplier Information in Workday Overview

This Quick Reference Guide (QRG) is designed to walk a **Procurement Shopper** through finding supplier information in Workday. This includes whether or not the supplier is in the vendor file, supplier contact information, order-from and remit-to connection information, and more. By the end of this QRG, you will be able to successfully find supplier information in Workday.

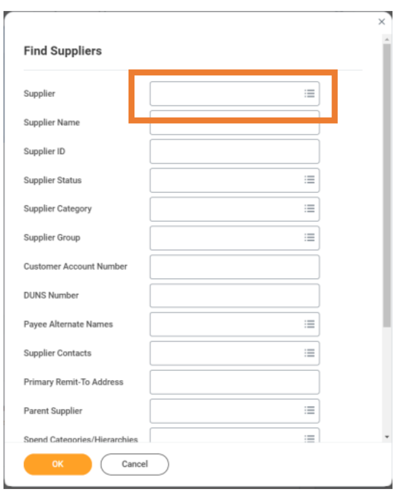
## Table of Contents



## Procedure: Find Supplier

On the **Workday Home** screen:

1. Type **Find Suppliers** in the search field.
2. Choose Find Suppliers from the Tasks and Reports category.
3. On the Find Suppliers screen, type the supplier name in the Supplier field.




If you only know part of the name of the supplier, enter the partial name of the supplier into the Supplier field, click enter, then select the supplier's name from the list of options. For example, if you know that the word "Turf" is in the supplier's name, enter "Turf", click enter, and then select the supplier's name from the list of options.

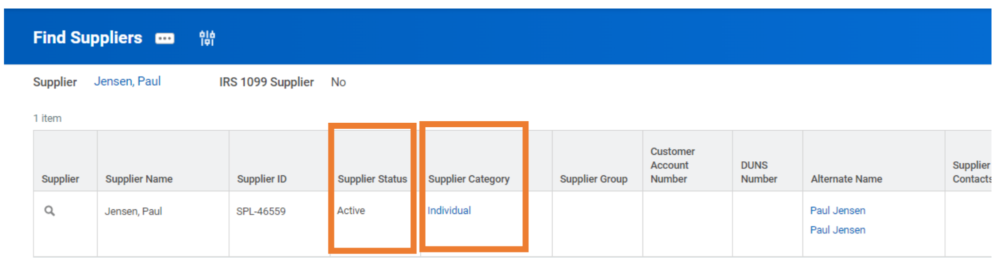
4. Click OK

| | |
|---|---|
| **NOTE** | If the supplier is not shown, they are not in our vendor file. If this is the case, you may need to first check in PaymentWorks to see if they have been invited to register. If they have not, you will need to invite them to register.<br>The Quick Reference Guides on how to use PaymentsWorks can be found at [QRGs for PaymentWorks]() |

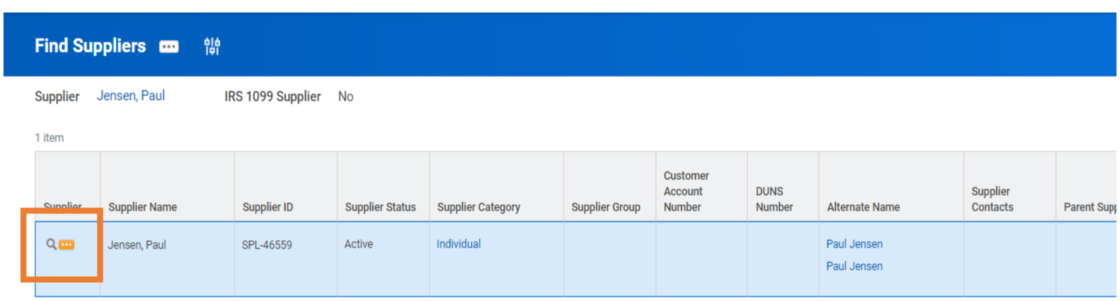
## Procedure: Find Supplier Information

1. The initial Supplier information screen will appear.

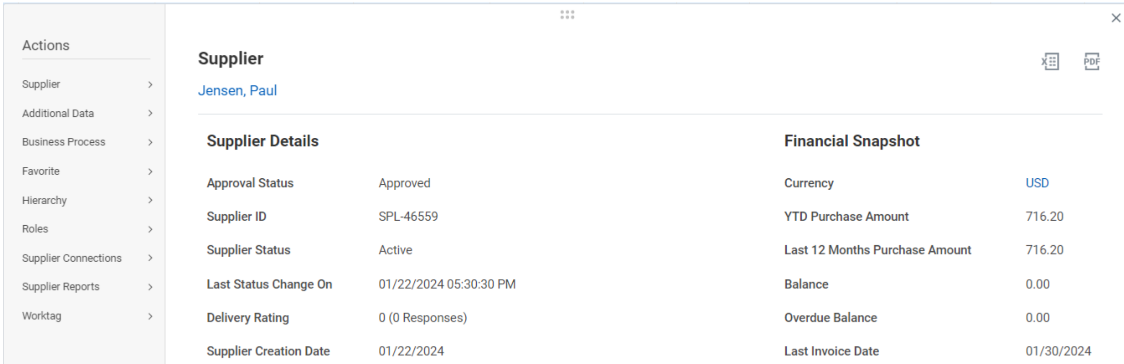
   This initial screen gives you some valuable information:
   - The Supplier Status column will tell you if the supplier is Active in the vendor file.
   - The Supplier Category will tell you if the supplier is an Individual or a corporate-type entity.
     If the Supplier Category is "Individual", the supplier can only be used with Supplier Invoice Requests, not with Requisitions/Purchase Orders.



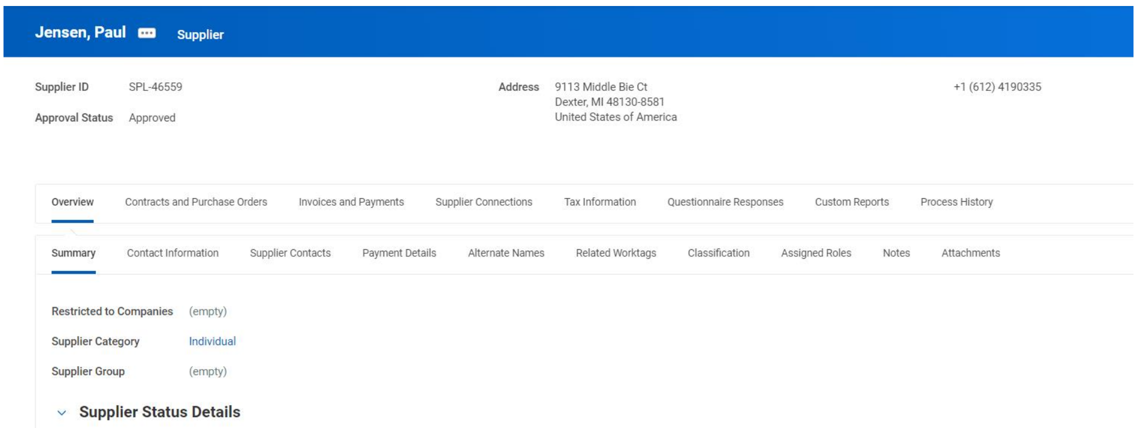

2. By clicking on the 3-dot Action button, which will appear next to the magnifying glass when you hover over the magnifying glass, you can see some more valuable information.




You will be able to see such information as a Financial Snapshot, which shows the YTD Purchase Amount, the Last 12 Months Purchase Amount, the date of the last invoice, etc.




3. Clicking on the Magnifying Glass will give you access to more Supplier information:




From this screen you can see such things as the Contact information, past Invoices and Payments, and the Supplier Order-From and Remit-To Connection information.


Important Note:

- For Individuals, there will only be a Remit-To Connection, which is the address to which the payment is sent. Because Individuals can't receive Purchase Orders, there will not be an Order-From Connection.
- For corporate-type entities, to receive a purchase order, it is necessary that the supplier has an active Order-From Connection. To receive a payment, it is necessary that the supplier has an active Remit-To Connection.
- If either the Order-From or Remit-To Connection is showing as Inactive, please send an email to AskFinance, to the attention of Supplier Management, with the details.

You have successfully completed this task.