

## 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.

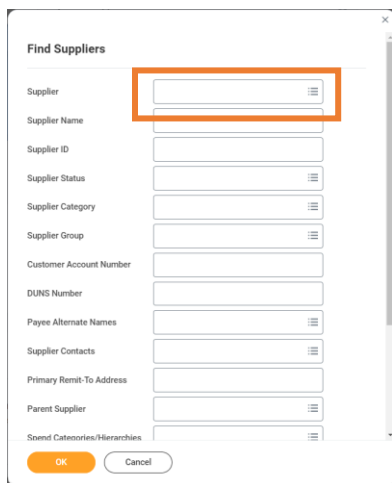
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## Procedure: Find Supplier

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.



The screenshot shows a 'Find Suppliers' form with the following fields: Supplier, Supplier Name, Supplier ID, Supplier Status, Supplier Category, Supplier Group, Customer Account Number, DUNS Number, Payee Alternate Names, Supplier Contacts, Primary Remit-To Address, Parent Supplier, and Spend Categories/Hierarchies. The 'Supplier' field is highlighted with an orange box.

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

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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.

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.

Supplier	Supplier Name	Supplier ID	Supplier Status	Supplier Category	Supplier Group	Customer Account Number	DUNS Number	Alternate Name	Supplier Contact
Q	Jensen, Paul	SPL-46559	Active	Individual				Paul Jensen Paul Jensen	

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.

Supplier	Supplier Name	Supplier ID	Supplier Status	Supplier Category	Supplier Group	Customer Account Number	DUNS Number	Alternate Name	Supplier Contacts	Parent Supplier
Q	Jensen, Paul	SPL-46559	Active	Individual				Paul Jensen Paul Jensen		

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.

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Supplier		Financial Snapshot	
Approval Status	Approved	Currency	USD
Supplier ID	SPL-46559	YTD Purchase Amount	716.20
Supplier Status	Active	Last 12 Months Purchase Amount	716.20
Last Status Change On	01/22/2024 05:30:30 PM	Balance	0.00
Delivery Rating	0 (0 Responses)	Overdue Balance	0.00
Supplier Creation Date	01/22/2024	Last Invoice Date	01/30/2024


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

Jensen, Paul		Supplier	
Supplier ID	SPL-46559	Address	9113 Middle Bie Ct Dexter, MI 48130-8581 United States of America
Approval Status	Approved		+1 (612) 4190335

Overview	Contracts and Purchase Orders	Invoices and Payments	Supplier Connections	Tax Information	Questionnaire Responses	Custom Reports	Process History		
Summary	Contact Information	Supplier Contacts	Payment Details	Alternate Names	Related Worktags	Classification	Assigned Roles	Notes	Attachments
Restricted to Companies (empty)									
Supplier Category		Individual							
Supplier Group		(empty)							
<ul style="list-style-type: none"> <li>Supplier Status Details</li> </ul>									

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.

 <p><b>NOTE</b></p>	<p><b>Important Note:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ul>
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You have successfully completed this task.