



# VIEW SUPPLIERS

AP

## QUICK REFERENCE GUIDE AP-06

### 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**).

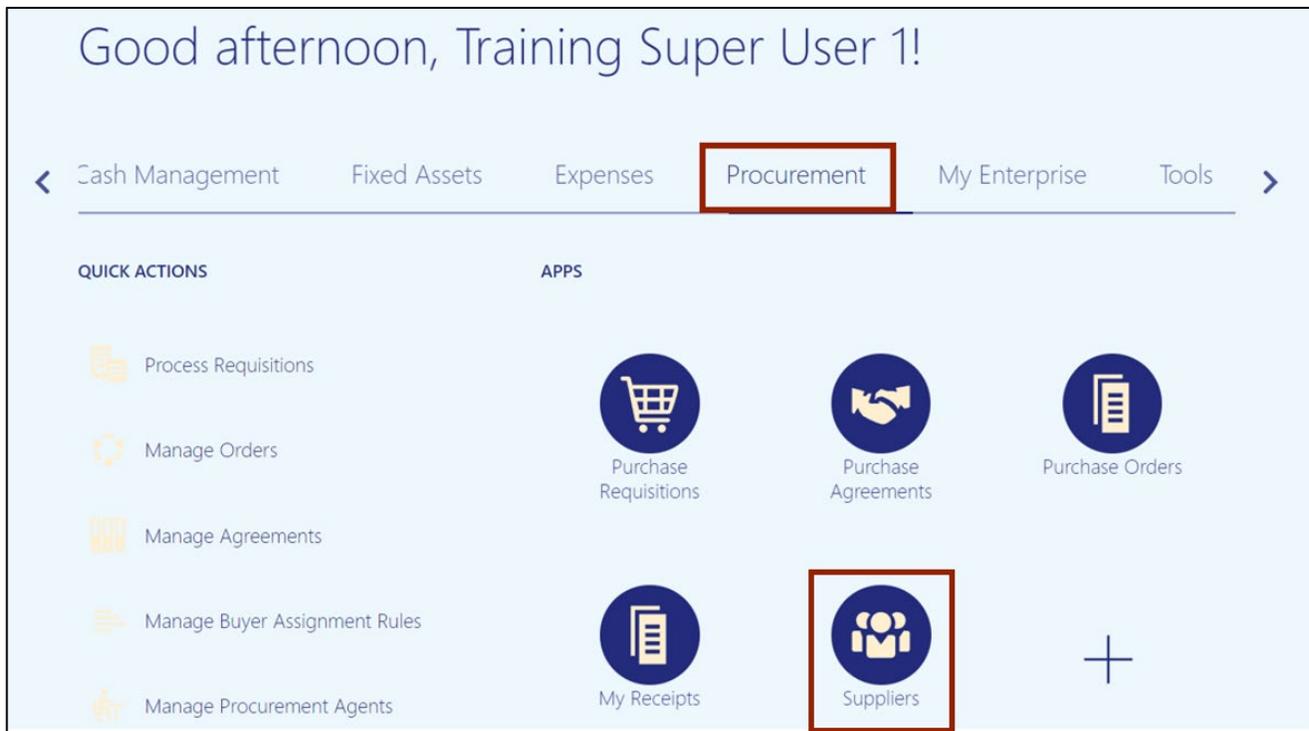
### Introduction and Overview

This QRG covers the process of searching Supplier records and validating Supplier information in the NCFS.

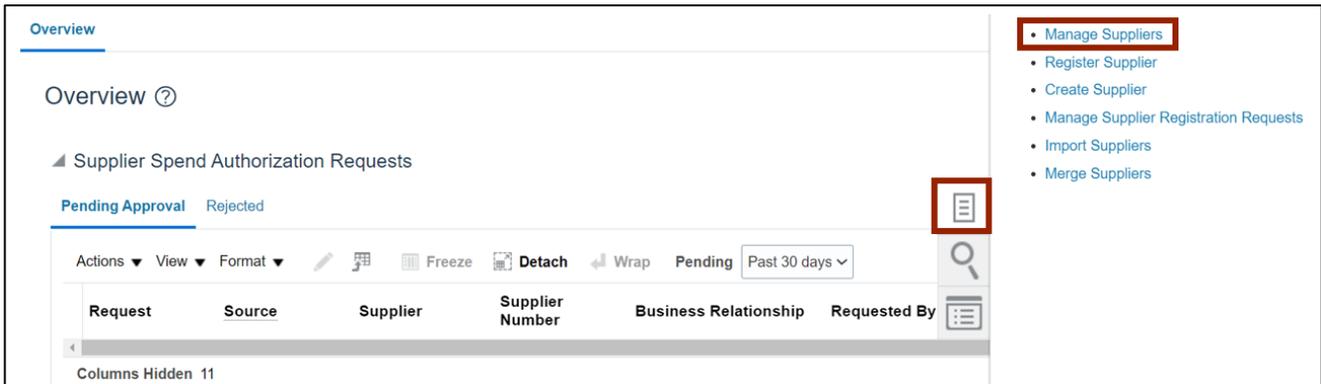
### Inquire Supplier Records

To query Supplier Records, follow the steps below:

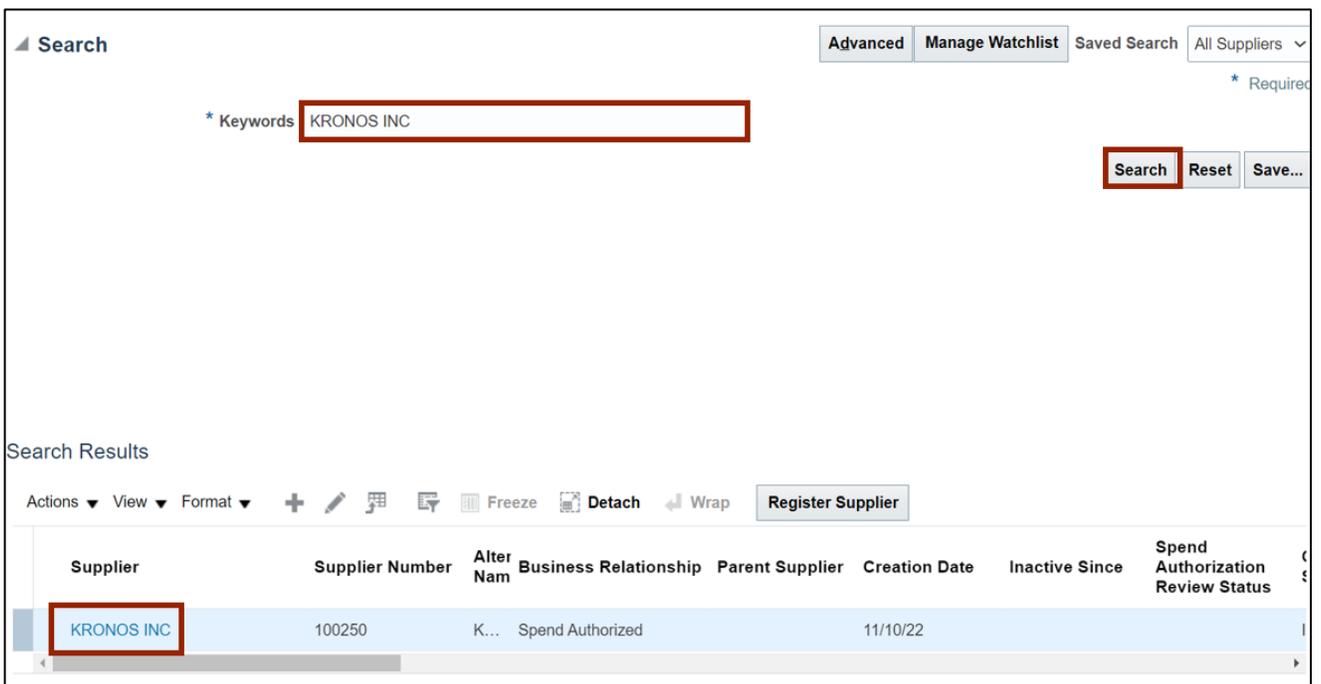
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Procurement** tab and then click the **Suppliers** app.



- On the **Overview** page, Click the **Tasks** [ ] icon and select **Manage Suppliers** in the resulting pop-up.



- Enter the Supplier details in the **Keyword** section and click the **Search** button. In this example, we choose **KRONOS INC.** Under **Search Results** section, select **KRONOS INC.**



- The **Supplier:** page opens. Click the **Profile** tab to view the details on the supplier profile. Begin the process of validation by reviewing the data on this page.

Supplier: KRONOS INC ? ★ Edit Done

**Profile** Addresses Sites Contacts Qualifications

▲ General

Supplier	KRONOS INC	Business Relationship	Spend Authorized
Supplier Number	100250	Parent Supplier	
Alternate Name	KRONOS INC	Parent Supplier Number	
Tax Organization Type	UNDESIGNATED	Creation Date	11/10/22
Supplier Type	Supplier	Creation Source	Import
Inactive Date		Registration Request	
Status	Active	Attachments	None

- To validate the supplier’s address, click the **Addresses** tab and the **Address** link to be reviewed.

In this example, we chose: **GA.30374.02.**

Edit Supplier: KRONOS INC ? ★ Save Submit Cancel

Last Saved 6/20/23 6:50 AM

Profile **Addresses** Sites Contacts Qualifications

Actions ▾ View ▾ Format ▾ + ✎ ✕ Status Active ▾ Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
GA.30374.02	PO BOX 743208,TEST 1,TEST 2,AT...	+1 (978) 244-6372	Remit to		Active
MA.01824.01	123 MAIN ST,RALEIGHNC,27609,W...		Ordering		Active
Test 123	TEST 123,ABINGTONCONNECTIC...		Remit to		Active

Columns Hidden 3

- The **Address: GA.30374.02** page opens. Validate the Address data and Additional Information. After validating the information, click the **Done** button.

Overview Manage Suppliers x Supplier: KRONOS INC x

Address: GA.30374.02 ? Done

Address Name	GA.30374.02	Address Purpose	— Ordering
Country	United States		<input checked="" type="checkbox"/> Remit to
Address Line 1	PO BOX 743208		— RFQ or Bidding
Address Line 2	Test 1	Phone	1 978 2446372
Address Line 3	Test 2	Fax	
Address Line 4		Email	
City	ATLANTA	Inactive Date	
State	GA	Status	Active
Zip Code	30374		
Zip Code Extension	3208		
County	Fulton		
Language			

Additional Information

Address Details

Sites Transaction Tax Contacts Payments

Actions View Format + Freeze Detach Wrap

* Procurement BU	* Site	* Site Purpose					Attachments	Status
		Sourcing Only	Purchasing	Procurement Card	Pay	Primary Pay		
3000 DHHS MENTAL HEALTH	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None	Active
3700 DHHS BROUGHTON HOSPITAL	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None	Active
3900 DHHS CENTRAL REGIONAL HOS...	...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None	Active

- Click the **Sites** tab to validate this data. Click one the Pay Site that needs review.

In this example, we chose: **R.30PT.01**.

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	SI
3000 DHHS ME...	<a href="#">O.30PT.01</a>	KRONOS I...	123 MAIN ST,RALEIGHNC,27609...	Purchasing; ...		—	None	Ar
3000 DHHS ME...	<span style="border: 1px solid blue; padding: 2px;"><a href="#">R.30PT.01</a></span>	KRONOS I...	PO BOX 743208,TEST 1,TEST 2,...	Pay		<input checked="" type="checkbox"/>	None	Ar
3700 DHHS BR...	<a href="#">O.37PT.01</a>	KRONOS I...	123 MAIN ST,RALEIGHNC,27609...	Purchasing		—	None	Ar
3700 DHHS BR...	<a href="#">R.37PT.01</a>	KRONOS I...	PO BOX 743208,TEST 1,TEST 2,...	Pay		<input checked="" type="checkbox"/>	None	Ar

9. The **Site: R.30PT.01** page opens. Under the **General** tab, validate the information.

Overview Manage Suppliers x Supplier: KRONOS INC x

Site: R.30PT.01 Done

Procurement BU 3000 DHHS MENTAL HEALTH Site Purpose  Sourcing only  
 Purchasing  
 Procurement card  
 Pay  
 Primary pay

Address Name GA.30374.02  
 Address PO BOX 743208,TEST 1,TEST 2,ATLANTAGA,303743208,FULTON,US  
 Site R.30PT.01  
 Inactive Date  
 Status Active Attachments None

Additional Information  
 Attribute Value ADDITIONAL INFO NCAS Group Number 01  
 EVP Group Number

**General** Purchasing Receiving Invoicing Payments Site Assignments Qualifications

Identification  
 Income tax reporting site Customer Number  
 Alternate Site Name KRONOS INC

10. Within the **Edit Site** page, validate the information on **Invoicing** tab.

General Purchasing Receiving **Invoicing** Payments Site Assignments Qualifications

Controls

Invoice Currency  Payment Currency   
 Invoice Amount Limit  Payment Priority   
 Invoice Match Option  Pay Group Standard  
 Match Approval Level   
 Quantity Tolerances   
 Amount Tolerances

Payment Hold Controls

Hold All Invoices  Payment Hold Reason   
 Hold Unmatched Invoices Default from Payables Options  
 Hold Unvalidated Invoices

11. Within the **Edit Site** page, validate the information on the **Payments** tab and **Payment Methods** sub-tab.

General Purchasing Receiving Invoicing **Payments** Site Assignments Qualifications

**Payment Methods** Bank Accounts Payment Attributes

View

Default	* Payment Method	* From Date	To Date
	Check - Employee	1/1/20	m/d/yy
	Check - One Time Payment	1/1/20	m/d/yy
	Check - Supplier	1/1/20	m/d/yy
	Electronic - Employee	1/1/20	m/d/yy
	Electronic - IGO	1/1/20	m/d/yy
	Electronic - One Time Payment	1/1/20	m/d/yy
	Electronic - Supplier	1/1/20	m/d/yy

12. Once validated, click the **Done** button.

Overview Manage Suppliers x **Supplier: KRONOS INC** x

Site: R.30PT.01

**Done**

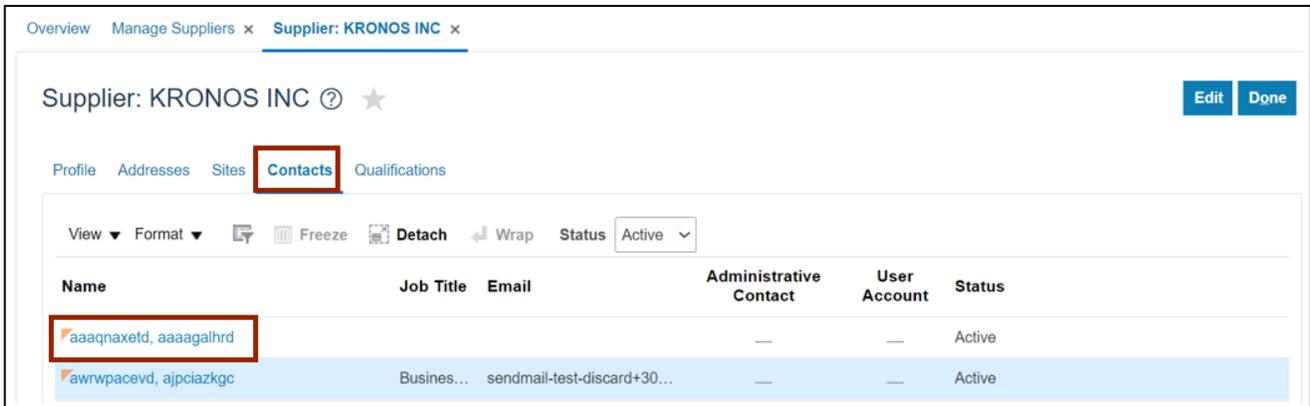
Procurement BU 3000 DHHS MENTAL HEALTH Site Purpose  Sourcing only  
 Purchasing  
 Procurement card  
 Pay  
 Primary pay

Address Name GA.30374.02  
 Address PO BOX 743208,TEST 1,TEST 2,ATLANTAGA,303743208,FULTON,US  
 Site R.30PT.01  
 Inactive Date  
 Status Active Attachments None

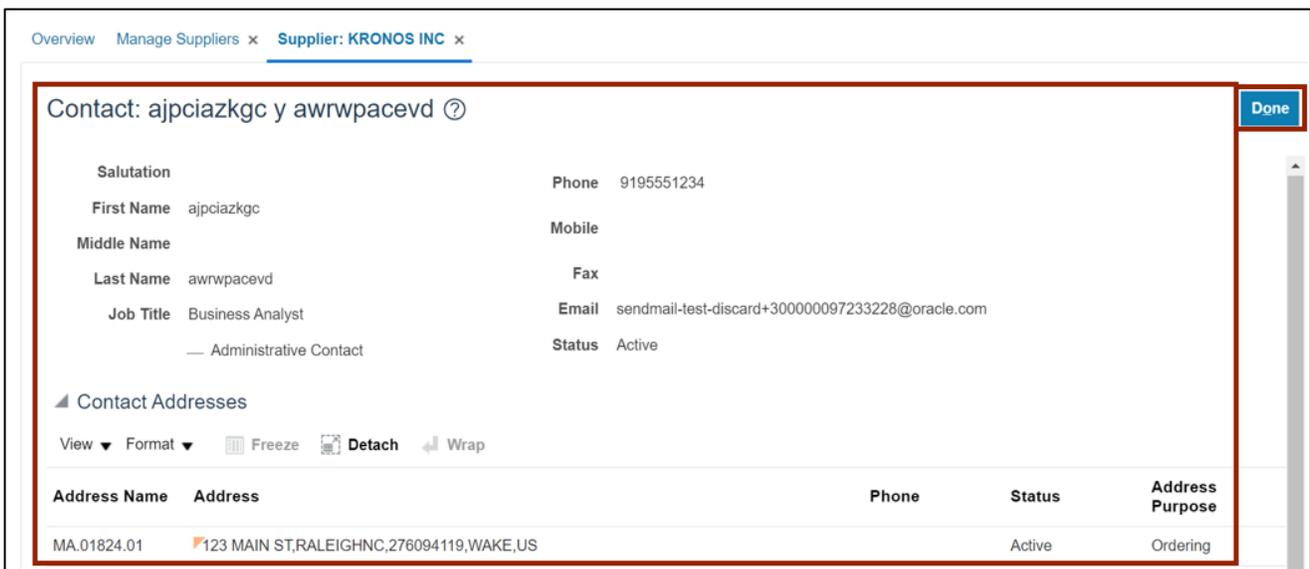
▲ Additional Information  
 Attribute Value ADDITIONAL INFO NCAS Group Number 01  
 EVP Group Number

13. To validate the supplier’s Contacts, click the **Contacts** tab and select the Name needing review.

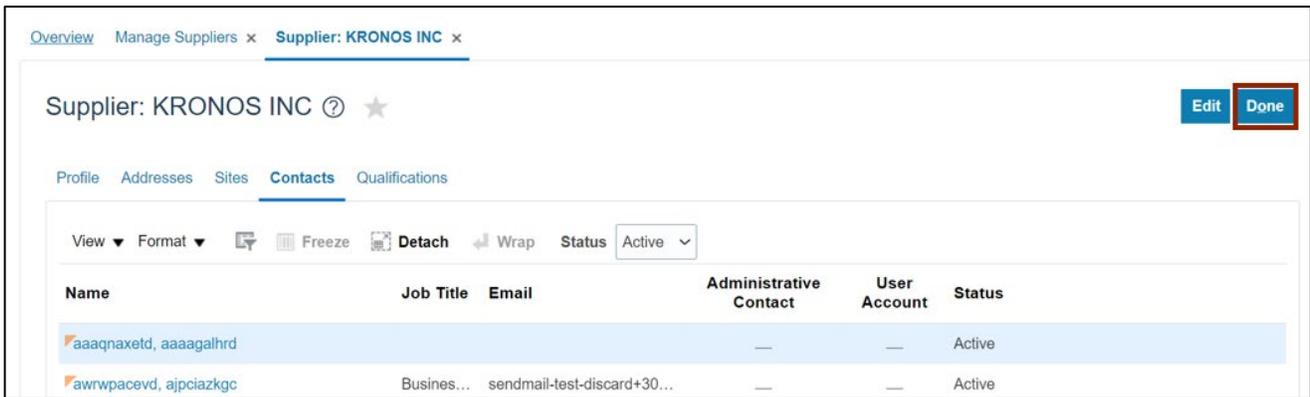
In this example, we chose: **awrwpacvd, ajpciazkgc**.



14. The **Contact:** page opens. Validate the Contact Details. Once validated, click the **Done** button.



15. On **Supplier:** page, click the **Done** button.



Note: After Done, you will be redirected to the **Manage Suppliers** page.

## Wrap-Up

Users can search supplier records and validate the supplier information in NCFS, by using the steps explained above.

## Additional Resources

### Web Based Training (WBT)

- PO002 - Supplier Inquiry

### Instructor Led-Training (vILT)

- PO104 - Supplier Registration
- PO105 - Supplier Management