Vendor Lookup

- Vendors to be used with a Purchase Order must be Active and Open for Ordering
- Vendors to be used with a Convenience Order must be Active

To find out if a vendor is active and open for ordering, follow one of the following two steps.

1. **Contact your Service Center Representative**
2. **Navigate in PeopleSoft to Vendor Information** – PeopleSoft Financials access is not required for most people. If you don’t have access and don’t want access – use step one for determining vendor availability. If you want access to inquire but don’t currently have access there are trainings you must take. See the [Financials System Access Request Form](https://example.com) before proceeding.

In **PeopleSoft**, Search for a vendor that is Active/Open for ordering from the Vendor menu

Part of this excerpt taken from the ASSIST pages. [https://it.osu.edu/assist/assistfinancialsintro/vendor%20search.html](https://it.osu.edu/assist/assistfinancialsintro/vendor%20search.html)

**Click Vendor Information**

**Search by Name**

Change "begins with" to "contains" and put in the most unique word in the vendor name.

Include % if you are unsure of spelling or full vendor name (Example: Search for %holiday% if you are searching for Holiday Inn).

The more you type, the fewer results you will get. If you are unsure of the exact vendor name, try searching using key words from the vendor name. Remember: less is best.

If individual, enter last name. Do not use suffix or prefix (Example: III, Jr., Dr.)

Common words are abbreviated (ex. Univ for University, Amer for American). Try multiple combinations or try using the "contains" option and limiting to unique words in the vendor name.

Once you have found your vendor check the following:

- Status? Active or Inactive
- Open for Ordering? ☑ or ☐
- Click on the Address tab to verify the address of the vendor.
- Reference the Vendor Number in the eRequest Vendor field.