

FITC

Suppliers

FITC Supplier Search & Profile information

OVERVIEW

*RELATED RESOURCES:

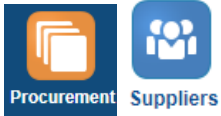
- Financial Systems Resource Center Training FITC P2P

INFORMATION REQUIRED TO COMPLETE THIS TASK

INSTRUCTIONS

STEP ONE:

On the FITC home screen Click **Procurement** > **Suppliers**



STEP TWO:

Click the Magnifying glass on the right side of the page



STEP THREE:

Use the drop down menu to select, Supplier or Supplier Number to search by, or click **Advanced** to search by Alias or TIN# (Taxpayer ID). To search by Alias, click **Advanced. Add Fields > Alias**. Type the first few letters of the supplier's last name in the Alias field, and type the first few letters of the supplier's first name in ****Supplier** field, click **Search**

STEP FOUR:

Ensure the supplier you are searching for populates. If not, please modify search criteria. If the supplier is not found, the supplier is not in FITC. Please submit the Supplier Request form to add supplier. [Supplier Request Form](#)

STEP FIVE:

Tabs available :

Profile: general information about Supplier (name, supplier number, organization type, supplier type, attachments)

Addresses: current addresses (can have multiple addresses for one supplier)

Sites: sites represent a business relationship between a procurement BU and supplier (contains remit address, purpose: purchasing and/or pay)

Profile Addresses Sites Contacts

STEP SIX:

Organization Types: **Supplier** (used for a Business) , **Individual** (used for all others)

Supplier Type: **Business, Individual, Employee, Student Traveler**

Profile | Addresses | Sites | Contacts

General

* Supplier

Supplier Number

Alternate Name

Tax Organization Type Individual

Supplier Type Student Traveler

Inactive Date

Status Active

STEP SEVEN:

****Supplier Type must be Employee or Student Traveler for all Concur suppliers**** If supplier is set up with an **Organization Type of Individual** and **Supplier Type Individual**, you must submit a Supplier Request form to update supplier profile *before* requesting user to be added to Concur

* Supplier

Supplier Number

Alternate Name

Tax Organization Type Individual

Supplier Type Individual

Status Active

Want to save time?! Helpful Tips:

- A signed, updated W9 (within the last six months) is **required** for all new Suppliers and profile updates
- Verify supplier address using [USPS.com](https://usps.com) to ensure accuracy
- Make sure DA-130 forms (direct deposit) are signed, dated, and submitted with voided check or written bank verification
- Supplier must have a **TER site** in their profile prior to getting added to Concur
- To add/update a supplier, please submit a [Supplier Request Form - click here](#)
- Questions regarding Suppliers: payables@ku.edu ; Vickie Avery vavery@ku.edu , or Debbie Miller debbiemiller@ku.edu

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