University of West Georgia | Center for Business Excellence

Searching for a Supplier When Submitting a Check Request

1. Log into PeopleSoft: https://fprod.gafirst.usg.edu
2. Select **Suppliers > Add/Update > Supplier**
3. You will see several search fields but you will primarily use the last search field "**Supplier Name**." You will enter the first few letters of your supplier name and click the **Search** button. The search engine will search for the supplier name that begins with the data entered. You can also change the search engine criteria to any of the available options in the dropdown.
4. The queries that match the search criteria will be displayed.
5. Select the Supplier ID that you are searching for.
6. If you do not see your supplier listed, the supplier is not in PeopleSoft and will need to be added when submitting a check request.
7. If a supplier needs to be added, have the supplier complete a Vendor Profile Form and a W9 Form. Both forms can be found on the Purchasing website and should be submitted to the Controller's office with the check request.