Adding a Supplier to iBuyNU

This job aid describes the process that Purchasing Resource Services will follow to add a new vendor to iBuyNU and then link to PeopleSoft. The Vendor Processing Unit (VPU) sets up vendor profiles in PeopleSoft. A single vendor’s profile may have multiple locations. The location “MARKTPLACE” is only for use with SciQuest. Vendor changes must go through the portal vendor request form.

Add Linked Supplier - This step establishes the connection between the supplier profile and the PO dispatch node for xml order dispatch. This connection must be set up in order for supplier orders to successfully dispatch from PeopleSoft to SciQuest.

1. From the Menu, click eProcurement → Administer Procurement

2. Click Maintain Supplier Integration.
3. Click **Linked Suppliers**.

4. Click **Add a New Value** tab.
5. Select **Linked Supplier Type**: “Direct Connect Supplier” from drop-down menu.
6. Confirm **SetID**: “SHARE”.
7. Enter **Vendor ID**
8. Enter **Vendor Location** “MARKTPLACE”.
9. Click **Add**.
10. Enter **EDX PO Dispatch Type**: “XCBL30”.
11. Enter **PO Dispatch Node**: “NU_SC_PO_103_SCIQUEST”.
12. Click **Save**.
13. Click **Return to Administer Procurement**.
Supplier Value Cross-Reference - This step creates the link between the SciQuest profile in PeopleSoft and the supplier profile in PeopleSoft. If this link is not established, line items brought over from SciQuest to PeopleSoft will show the vendor as SciQuest instead of as the appropriate vendor for the line item. The accuracy of the PeopleSoft Vendor ID is critical in this step.

1. Click Maintain Supplier Integration.
2. Click **Supplier Value Cross-Reference**.

Merchant Value Cross Ref
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search by:  Field Name begins with VENDOR

Search  Advanced Search

Search Results

<table>
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<th>View</th>
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Find an Existing Value  Add a New Value

3. Enter Field Name “VENDOR”.
4. Click **Search**.
5. Click **Vendor ID**.
6. Click +.
7. On the new row, enter **Supplier ID**, **Vendor SetID** and **Vendor Location**. Copy and paste this information from a previous row.
8. Look-up/enter **Vendor ID**. Copy and paste this into **Supplier Value**. These must match exactly.
9. Enter vendor name in **People Soft Value** field.
10. Click **Save**.
SciQuest Set-Up - This step creates the relationship between the PeopleSoft Vendor ID and the SciQuest Supplier ID in SciQuest. This enables SciQuest to pass the PeopleSoft Vendor ID to PeopleSoft in all cart returns. PeopleSoft is unable to identify the correct vendor if this step is not completed. The accuracy of the PeopleSoft Vendor ID is critical in this step.

1. From the SciQuest Menu, click Admin → Catalog Mgt. → Suppliers

2. Enter Supplier Name.
3. Click Search.

4. Ensure that Active is checked. Click on Supplier Profile name.
5. Click on the **General** tab to enter/correct a Supplier Number.

6. Click **Override Default Value** checkbox for **Supplier Number** to activate the field.
7. Enter the PSFT Vendor ID in the **Supplier Number** field.
8. Click **Save**.
9. Click **Apply All Changes**.