How to verify if the vendor code in PeopleSoft has been setup for BuyWays

1. Login to Finance Production
2. Navigate and search for your vendor
3. Verify that your vendor is an active PeopleSoft finance vendor.
   a. If it is not, you will need to get a W-9 from the vendor.
4. Review Identifying Information Tab
   a. Classification will say BuyWays Supplier if the vendor is in BuyWays
   b. If the vendor Classification is NOT BuyWays Supplier, contact your vendor, fill out and submit the BuyWays Vendor information form
5. Click the Address tab
   a. Find the address you need
   b. Verify the Address Type is viewable and has ‘order’ in the name. There are several different choices that will have ‘order’ in it.
   a. If your order address is not listed OR does not have an Address Type with ‘order’ in it, fill out and submit the BuyWays Vendor information form