

FSU PW Supplier Center Instructions

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Supplier Search

Supplier Name

Tax ID Number

Supplier ID

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Payment Works Statuses

- PWNE – Not Eligible for PW
- PWEL – PW Eligible
- PWOB – PW Onboarded

1	Supplier ID	Supplier Name	Short Name	Vendor Classification	Purchase Order Enable	Supplier Status	PW Status	PW Status	Payment Method	Action	Attachments (0)
					<input checked="" type="checkbox"/>					Action	Attachments (0)

If your supplier does not appear in the list, click here:

To Search for a Supplier

1. To search for the supplier in OMNI:
 - Enter the supplier’s name into the **Supplier Name** field. **Note:** Enter as much of the known names as possible in this field to avoid long search times.
 - Enter the supplier’s full Vendor ID number into the **Supplier ID** field. You can click the magnifying glass icon next to the **Supplier ID** field to look up the supplier’s ID number by name.

Note: If you are unsure of the supplier’s full name, you can enter % before part of the supplier’s name to see all the suppliers in the system with similar names. For example, entering %BIO shows all the suppliers with BIO in their name.
2. Click **Search** to run the search or click **Clear** to clear the search fields and start again.

Reviewing the Search Results

3. Any results matching the search will show in the table below the search field. Supplier information is spread across several columns:

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- **Supplier ID** – shows the supplier’s Vendor ID number.
- **Supplier Name** – shows the supplier’s full listed name.
- **Short Name** – shows the shorthand name used for the supplier.
- **Vendor Classification** – show how the supplier is classified in PaymentWorks such as “Providing Goods or Services.” If the supplier is not classified as Providing Goods or Services, you will not be able to send a Purchase Order (PO) to this supplier. Please have your supplier log in to their PaymentWorks profile to update the classification.
- **Purchase Order Enable** – shows if the supplier has purchase orders enabled.
- **Supplier Status** – shows whether the supplier has been approved as an FSU supplier or is currently inactive. **Note:** If the supplier is inactive in OMNI, contact the Supplier Relations team at SupplierPortal@fsu.edu. If the supplier is onboarded with PaymentWorks, they can directly update their profile. If the supplier has not been onboarded with PaymentWorks, you can send them an [invite](#) to become onboarded.
- **PW Status** – shows whether a supplier is eligible (PWEL – yellow status bubble) or not eligible (PWNE – red status bubble) to be onboard to Payment Works or is already onboarded (PWOB – green status bubble) in PaymentWorks.
- **Payment Method** – shows the supplier’s preferred payment method (e.g. EFT). **Note:** not all remits have the same payment method.
- **Action** – shows the next step to be taken with the supplier in PaymentWorks. For example, if the supplier is eligible for PaymentWorks (PWEL), the action will state “Connect to Onboard with PaymentWorks.” If the supplier is already onboarded with PaymentWorks (PWOB), the action will state “view address.”
- **Attachments** – Shows any attachments associated with the supplier’s profile.

4. If the supplier does not appear in OMNI, you can click the **Invite Supplier/Check Invite** button at the bottom of the FSU PW Supplier Center search screen to send an invitation to the supplier in PaymentWorks.

Reviewing Supplier Addresses

5. If the supplier is in OMNI, review the supplier’s address to make sure it matches current information by clicking **View Address** in the **Action** column (if available).
- If the address is current, it will say **Active** with a green circle in the **Address Status** column.
 - If the address is not current, it will say **Inactive** with a red circle in the **Address Status** column.
- If the supplier is inactive in OMNI, contact the Supplier Relations team at SupplierPortal@fsu.edu. If the supplier is onboarded with PaymentWorks, they can directly update their profile. If the supplier has not been onboarded with PaymentWorks, you can send them an [invite](#) to become onboarded.