

# PeopleSoft Training Activity Sheet

## AP2: SUPPLIERS ONLY

For use in training. Last updated May 22, 2015.

### Activity 1: New Supplier

**Scenario:** You need to add a new supplier (not an Independent Contractor).

**Directions:**

1. Create your fake supplier:

A color + a noun + company type (Red Parrot Catering, Blue Rock Window Repair, Green Stapler Office Supplies)	Short name – 10 characters (REDPARROT, BLUEROCK, GRNSTAPLER)	Sales Tax (Non Taxable, Sales Tax, or Use Tax)
Address	Phone Number	Fax Number

2. Follow the directions in your guide to add the new supplier. Here are some notes:

- **Supplier ID:** Let the system generate this for you (leave the word NEXT). Which Supplier ID was generated for you? \_\_\_\_\_
- **Persistence:** *Regular*
- **Withholding:** Do not check for this activity – this is only for Independent Contractors.
- **Location tab:** Location = *Main*, Description = *Default*
- **Payables link.** Verify the Invoicing and Remitting address information is correct.
- **Sales/Use Tax link:** Enter the sales tax specified in the grid above.

3. After you save, check that you can find your Supplier.

4. Now test your search skills. How many suppliers *begin* with the same color (red, yellow, green) that you had selected? \_\_\_\_\_ How many *contain* the color? \_\_\_\_\_

**Have extra time?** Repeat this activity. This time add a fake independent contractor.

---

### Activity 2: Changing a Supplier Address

**Scenario:** One of your suppliers has notified you that they have a new address effective July 1, 2015. Change it in the system.

**Directions:**

1. Ask a classmate for the name of the Supplier they entered in Activity 1. Write it down: \_\_\_\_\_
2. Find the Supplier. Follow the steps in the guide to enter the new address using a new effective-dated row.
3. Update Address 1, Address 2, City, Postal, and State as necessary. Save. Notice the Detail Level the number of rows has increased for this supplier. The newest record (the one you just added) should be first.