

SUBJECT: Annual Supplier Maintenance Process

POSTED: October 22, 2015

ANNOUNCEMENT

Per Announcement A14-010 – **New Annual Vendor Maintenance Process**, ITS will run the PeopleSoft Financials Supplier Inactivation process for all institutions during the week of October 26th, 2015.

This process will be run annually during the month of October. The criteria that will be used for the supplier inactivation process will look for suppliers that had no activity within the previous 24 months. If no activity has occurred, the supplier will be set to an inactive status.

The original announcement stated that process would look for suppliers that had no activity within the previous 18 months and the process would be run during the month of May. Per feedback from the CAO's, the criteria was changed to 24 months and the process will be run annually in October.

This will be the initial cleanup effort since not all institutions have run the supplier inactivation process and some have active suppliers dating back to the implementation of PeopleSoft Financials. ITS will email a log of the suppliers inactivated to the person identified as the DBI authorization contact for each institution.

In the event a supplier is inactivated and is needed again in the future, institutions will have access to update the status of a supplier on the Supplier Identifying Information page.

Additional considerations:

- The Supplier Inactivation process will only be run for the regular Business Unit/Set IDs.
 - The 'B' Business Unit/Set ID suppliers will not be inactivated at this time, but will be evaluated for inclusion in future inactivations.
- Institutional security access to the Inactivate Suppliers page in production has been removed since institutions will no longer need to run this process.

SUPPORTING DOCUMENTATION

Refer to Announcement A14-010 – **New Annual Supplier Maintenance Process** for additional information.

MORE INFORMATION AND SUPPORT

For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service

support website at http://www.usg.edu/customer_services. (This service requires a user ID and password. E-mail helpdesk@usg.edu to obtain self-service login credentials.)

ADDITIONAL RESOURCES

For information about ITS maintenance schedules or Service Level Guidelines, please visit http://www.usg.edu/customer_services/service_level_guidelines. For USG services status, please visit <http://status.usg.edu>.