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## ANNOUNCEMENT

**TO:** GeorgiaFIRST PeopleSoft Financials Users

**POSTED:** October 26, 2020

**SUBJECT:** 2020 Annual Supplier Maintenance Inactivation Process

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ITS will run the annual PeopleSoft Financials Supplier Inactivation process for all institutions during the week of November 16, 2020.

For the regular Business Unit/Set ID, the criteria looks for suppliers with no activity (Purchase Orders, Vouchers, or Payments) within the previous 24 months. For the 'B' Business Unit/Set ID student suppliers, the criteria looks for suppliers with no activity within the previous 36 months. If no activity occurred, the supplier is set to an inactive status.

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 have access to update the status of a supplier on the Supplier Identifying Information page.

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**MORE INFORMATION AND SUPPORT:** For business impact issues, contact the ITS Helpdesk at [helpdesk@usg.edu](mailto:helpdesk@usg.edu) or via the [ITS Customer Services website](#).