

SUPPLIERS

PeopleSoft can be accessed through the District website by selecting the **Employee Resources** tab, and then navigating to the **PeopleSoft My Portal** link. You can also go directly to the link below in Internet Explorer.

Use the following link: <http://myportal.sdccd.edu/>

****NOTE: Add this website to your internet favorites for easy access.**

SAN DIEGO COMMUNITY COLLEGE DISTRICT

SAN DIEGO CITY COLLEGE SAN DIEGO MESA COLLEGE SAN DIEGO MIRAMAR COLLEGE SAN DIEGO CONTINUING EDUCATION

By logging into SDCCD's PeopleSoft system, you are agreeing not to disclose confidential information protected by privacy laws. Unauthorized access and/or use of this system is also prohibited!

Welcome.
Enter your SDCCD credentials below

Username


Password

To access the **Financial Self** home screen use the following navigation:

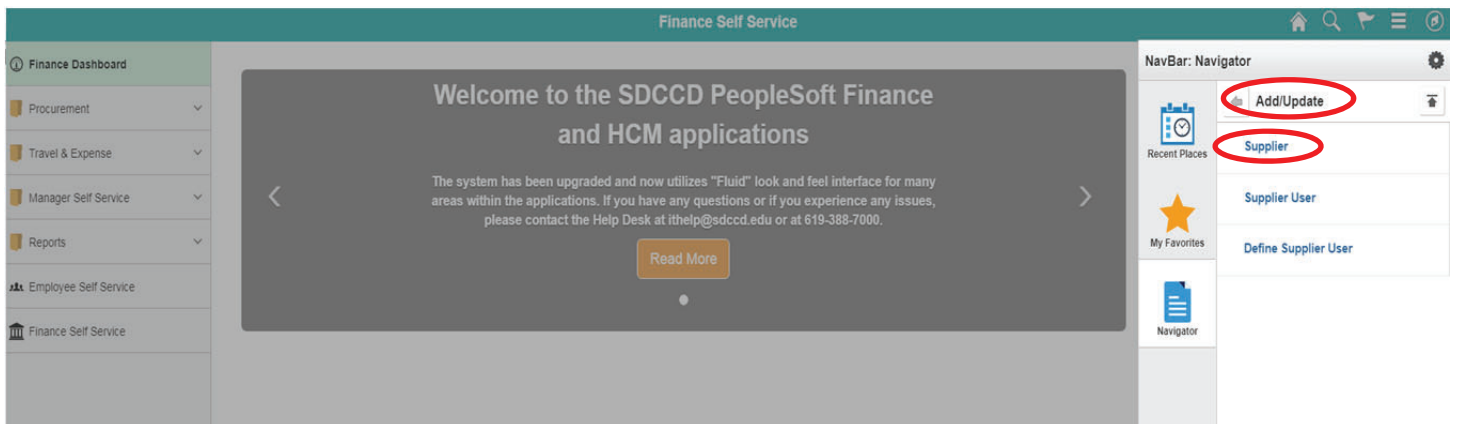
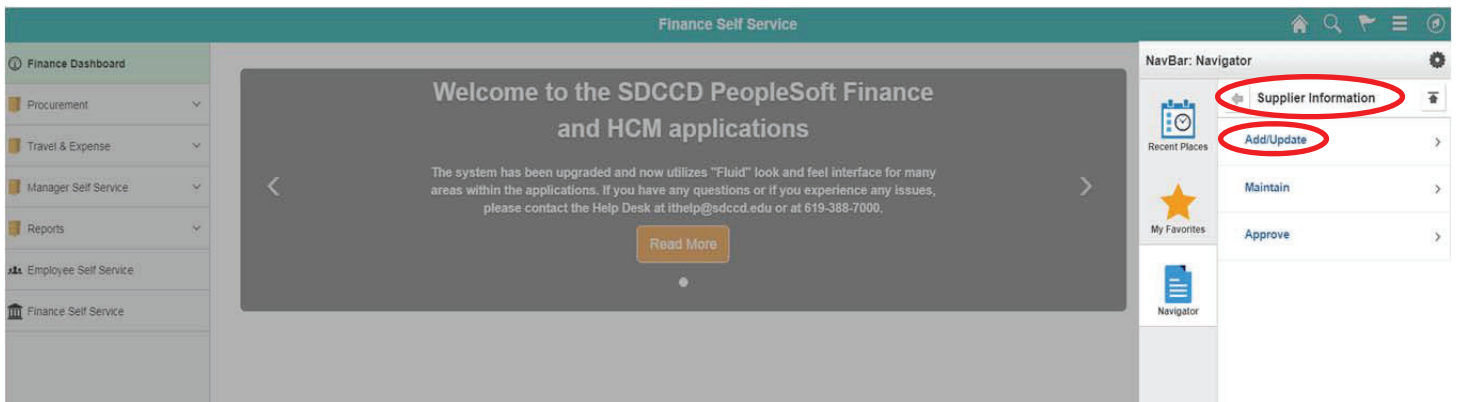
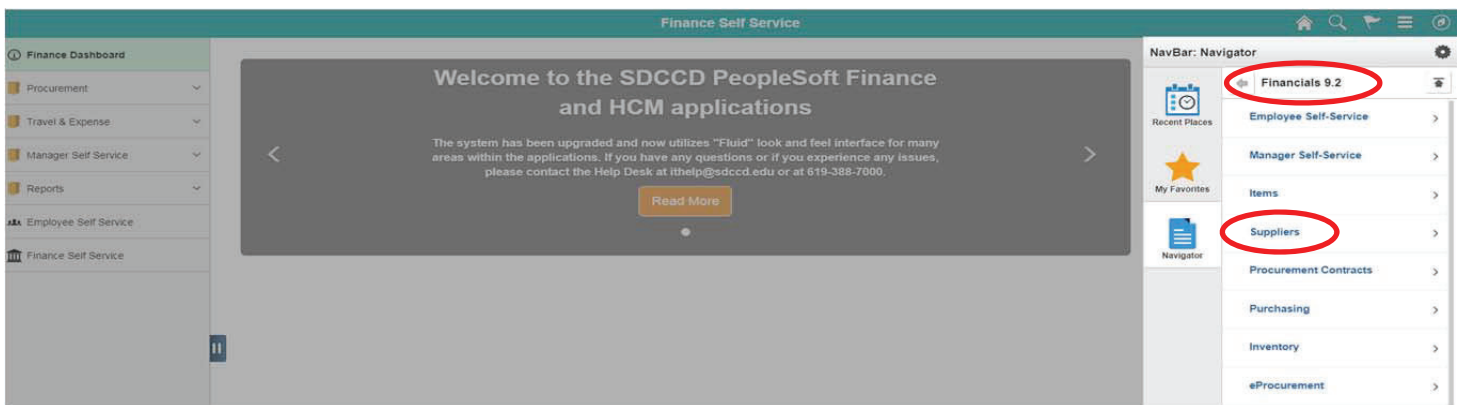
❖ **Financial Self Service**

MySDCCD

Employee Self Service Finance Self Service

To access the **Supplier** database, click on the **NavBar** icon  in the top right of the screen. Then click the blue **Navigator** icon and use the following navigation:

❖ **Financials9.2>Suppliers>Supplier Information>Add/Update>Supplier**



****NOTE: All fields MUST be completed in CAPITAL LETTERS; turn your keyboard Caps Lock on.**

To search for an existing supplier, enter the **Supplier ID** number or **Supplier Name** in the search field below and click **Search**. If searching with a Supplier ID number, click on the dropdown arrow in that field and click **contains** prior to searching.

Supplier Information

Supplier Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

SetID = ▼ 🔍

Supplier ID contains ▼


Persistence = ▼

Short Supplier Name begins with ▼ 🔍

Our Customer Number begins with ▼ 🔍

Supplier Name begins with ▼ 🔍

Include History Correct History Case Sensitive

[Search](#) [Clear](#) Basic Search  Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

If the supplier does not exist in PeopleSoft, a new Supplier ID will need to be established. To add a new supplier, click on **ADD a New Value** and follow the steps below.

Supplier Information

Supplier Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

SetID = ▼ 🔍

Supplier ID contains ▼


Persistence = ▼

Short Supplier Name begins with ▼ 🔍

Our Customer Number begins with ▼ 🔍

Supplier Name begins with ▼ 🔍

Include History Correct History Case Sensitive

[Search](#) [Clear](#) Basic Search  Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

In the next screen, click **ADD** and PeopleSoft will automatically assign a new **Supplier ID number** once the supplier information is entered and saved.

Supplier Information

Supplier Information

SetID

Supplier ID

Persistence

|


To add an **Employee or Student**, replace **NEXT** in the **Supplier ID** field with the **Employee/Student ID** number and add three leading zero's (000xxxxxxx) to the number. Ensure that there are 10 digits and click **ADD**.

****NOTE: Employees with ID numbers that begin with 333 do not need 3 leading zeros added.**

Supplier Information

Supplier Information

SetID

Supplier ID 

Persistence

|

On the **IDENTIFYING INFORMATION** tab, complete all fields in **Red** below:

- ❖ **Supplier Name** – Enter the **Business Name (alpha only)** from Line 2 of the W-9 form. When entering an individual's name, enter the first name first and then the last name with no comma. (If Line 2 is blank, enter the Name from Line 1 and skip to supplier short name).
- ❖ **Additional Name** – Enter the name from Line 1 of the W9 form, if applicable (**alpha only**).
- ❖ **Supplier Short Name** – Enter the Supplier name, alpha only, no spaces. Please note that only 10 characters will fit into the field.
- ❖ **Classification** – Select the appropriate classification for the Supplier. (Note: HCM stands for Human Capital Management and this is selected for Human Recourses related suppliers)
- ❖ **Check for Duplicate** – Click on Check for Duplicate to verify if the supplier is already active.
- ❖ **Additional ID numbers** – Click on and expand the **Additional ID Numbers** tab.

Expanding the **Additional ID Numbers** tab will bring you to the screen below and allow you to enter the **Supplier's Tax ID** number found on **Part I – Taxpayer Identification Number (TIN)** on the W-9 form. Enter the **TYPE** (select either **EIN** or **SSN**) and then enter the **ID NUMBER**. Ensure that there are 9 digits only with no alpha and no dashes.

****NOTE: DO NOT ADD DASHES (-) to the ID number. Adding dashes will cause an error with the IRS.**

Click on the **ADDRESS** tab and complete the fields in **Red** below:

- ❖ **Description** – Enter the first line of the Supplier address.
- ❖ **Address 1** – Re-enter the first line of the supplier address. Complete with City, State and Postal.
- ❖ **Email ID (REQUIRED)** – Enter the supplier's email address (**not the web address**) that the Purchase Order will be dispatched to. (**Ensure that the supplier's email address is a current valid address**)
- ❖ **Telephone (REQUIRED)** – Enter the business phone number with area code.

Identifying Information **Address** Contacts Location Custom

SetID SHARE
Supplier ID NEXT

Short Supplier Name Supplier

Supplier Address Find | View All First 1 of 1 Last

Address ID 1 + -

Description 3375 CAMINO DE LORIOS

Details Find | View All First 1 of 1 Last

Effective Date 10/31/2016 Effective Status Active + -

Country USA United States

Address 1 3375 CAMINO DE LORIOS

Address 2

Address 3

City SAN DIEGO

County Postal 92108

State

Email ID ENTER AN VALID EMAIL ADDRESS HERE

Payment/Withholding Alt Names

Phone Information Personalize | Find | View All | First 1 of 1 Last

*Type	Location	Prefix	Telephone	Extension
Business Phone		619	388-6562	

Next, click on the **CONTACTS** tab and complete the fields marked in **RED** below:

- ❖ **Description** – This field is a reference field; enter a reference to describe the type of supplier. (i.e., Goods, Professional Services, Student Stipend, 1099, Rent/Leases, etc.)
- ❖ **Name** – Enter the contact name for the supplier.
- ❖ **Email ID/Telephone** – Enter the email address and the contact telephone numbers.

Identifying Information | Address | **Contacts** | Location | Custom

SetID SHARE

Supplier ID 000268425 Short Supplier Name Supplier

Supplier Contact Find | View All First 1 of 1 Last

Contact ID 1 + -

***Description**

Details Find | View All First 1 of 1 Last

Effective Date 05/27/2016 + -

Effective Status Active

Type

Name

Title

Address

Internet http:// View Internet Address

Email ID

Phone Information Personalize | Find | First 1 of 1 Last

*Type	Prefix	Telephone	Extension
Business Phone			

Click on the **LOCATION** tab and complete the fields marked in **RED** below:

- ❖ **Location** – Enter **MAIN**.
- ❖ **Sales/Use Tax** – Click on **Sales/Use Tax** and see the screen below if tax is applicable.

****NOTE: For questions regarding 1099 supplier set-up, contact Accounts Payable at 619-388-6554.**

Identifying Information | Address | Contacts | **Location** | Custom

SetID SHARE
Supplier ID 000268425 Short Supplier Name Supplier

A supplier location is a default set of rules which define how you conduct business with a supplier.

Location Find | View All First 1 of 1 Last

*Location Default RTV Fees Attachments (0)

Description

Details Find | View All First 1 of 1 Last

*Effective Date 05/27/2016 Effective Status Active

Expand All Collapse All

Options Payables Procurement **Sales/Use Tax** 1099

▶ Additional ID Numbers
▶ Comments
▶ Internet Address
▶ VAT

Expand All Collapse All

Save Notify Add Update/Display Include History Correct

Click on **Sales/Use Tax Applicability** and select the appropriate tax for the supplier in the dropdown menu and click **OK**.

Tax Options

SetID SHARE Location 1
Supplier ID NEXT Description 3375 Camino St
Short Supplier Name
Supplier Name

Sales/Use Tax Applicability

*Sales/Use Tax Applicability Ultimate Use Code
*Ship To Location Tax Destination

▼ Sales Tax and Use Tax Options

Sales Tax Tolerance

*Sales Tax Tolerance Default from Higher Level

Currency Code Amount 0.000
Rate Type Percent 0.00

OK Cancel

Once all information has been entered, return to the **Identifying Information** tab and click **SAVE**. The new **Supplier ID** number will be assigned automatically within PeopleSoft. The **Supplier ID** number can be found on the **Summary** tab once the supplier information is saved. **Note this number as it will be needed for the next step.**

****NOTE: The data as entered will remain in an 'Unapproved' status until purchasing is notified and reviews and approves the content.**

Identifying Information | Address | Contacts | Location | Custom

SetID SHARE *Supplier Name

Supplier ID NEXT Additional Name

*Supplier Short Name

*Classification

HCM Class

*Persistence

*Supplier Status

Withholding

Open For Ordering

VAT Registration

*Supplier Audit

Supplier Audit Template ID

Attachments (0)

Supplier Relationships

Corporate Supplier InterUnit Supplier

Corporate SetID InterUnit Supplier ID

Corporate Supplier ID Supplier Hierarchy

Create Bill-To Customer

Create Bill To Customer

▶ Supplier Rating

▶ Supplier Logo

▶ Additional ID Numbers

▶ Duplicate Invoice Settings

▶ Government Classifications

▶ Standard Industry Codes

▶ Additional Reporting Elements

▶ Comments

After establishing the Supplier in People Soft, enter the **10 digit Supplier ID** number in the box (top right) of the **Supplier Intake Form** and email the **W-9** and **Supplier Intake** forms to supplierintake@sdccd.edu.

****NOTE: Enter ONLY the supplier name and ID number in the subject line of the email.**

To make changes to an existing supplier, email a completed Supplier Intake Form indicating the changes to supplierintake@sdccd.edu.

The Purchasing and Contract Services Department will review the data entered and send a notification to the requestor via email indicating either that the supplier has been approved or whether additional information is needed.