**How can I confirm that the supplier I want to use is in the FMS system?**
To check for a supplier before entering a requisition, go to Suppliers > Supplier Information > Add/Update > Supplier. In the Search criteria, select “contains” on the Supplier Name field and enter a part of your supplier's name.

**Do I still need to submit a Supplier Create/Maintenance Form?**
Yes. In order to have a supplier created in the system, the completed form, along with all required back up documentation, must be submitted to the Supplier Create team in Procurement.

**Can I search for Supplier by product area?**
No. Suppliers can only be searched through their name or supplier number.

**Will the person requesting a new supplier be notified by Procurement that the supplier is added into the system?**
At present, it can take up to three days for a supplier with completed documentation to be added into the FMS system. Due to the large volume of requests, requesters will not be getting a notification that a supplier has been set up, and will need to check the system for the supplier. In the future, the Supplier Create Group will be notifying requesters when the process has been completed.

**How can I check a supplier’s address to confirm it is correct?**
To check details of a supplier, go to Suppliers > Supplier Information > Add/Update > Supplier. In the Search criteria, select “contains” on the Supplier Name field and enter a part of your supplier’s name. Click the Search button to run the request. From the list of suppliers displayed, select the one you want to review and click the Address tab to confirm the address information.

**How do I change information about a supplier in the system?**
From the Procurement website, print out the Supplier Create/Maintain form and complete and highlight only those sections of information that need to be changed. Send the updated form to the Supplier Create team in Procurement.