

## Spring 2016 Updates to the University of Missouri Financials System

This is the third in a series of emails being sent to highlight new functionality that will be available after updates are implemented in PeopleSoft Finance the last weekend of April. Training materials have been updated to reflect the new features or functionality.

### \*\*\*\*\* Supplier Registration Unavailability \*\*\*\*\*

In preparation for the Financials update, the Register Suppliers page will be unavailable beginning April 26<sup>th</sup> at 5:00 pm until after the Spring 2016 Update is completed. New functionality surrounding the supplier request and update process requires that all requests currently in the system be fully processed before the update. In order to complete all pending items, new requests will not be accepted after April 26<sup>th</sup>. If you have questions, please call the Accounts Payable Shared Services office at 573-882-3051 or email [APsharedservices@missouri.edu](mailto:APsharedservices@missouri.edu).

### Supplier Registration Updates

Currently PeopleSoft uses the Supplier Registration process to request both new suppliers and updates to existing suppliers. After the Spring 2016 Update, the Supplier Registration process will only be used to request new suppliers. Supplier update requests will now be done through the Supplier Change Request process. New navigation (displayed in the below picture) is required to complete a Change Request.



Both types of requests may be:

- Saved
- Submitted
- Sent back by approvers to request additional information
- Approved by approvers
- Denied by approvers

Training materials entitled *Requesting and Updating Suppliers* provide details on the new features in Supplier Registration and the new functionality in Supplier Change Request. They can be accessed by visiting the [Finance Support Center > Accounts Payable](#) training page.