

Not Sure How to Add a New Vendor Number into UFS?

Well, no fancy footwork needed, just follow these simple steps...



1. Contact the Accounts Payable team to get a valid vendor number.
 - a. Phone #: 1-800-828-7762; option 1, option 1.

2. Add the valid vendor number into UFS.
 - a. Launch UFS
 - b. Go to Maintenance->Vendors
 - c. Click **'Add'** button
 - d. Input vendor detail information
 - e. Click **'Save'**

Technical questions related to UFS?

Contact the UFS Help Desk at 1-888-667-9111, option 1, option 2, option 1.
UFS Help Desk hours are posted on the UFS Homepage