ANNOUNCEMENT

TO: Georgia*FIRST* PeopleSoft Financials Users

POSTED: November 17, 2026

SUBJECT: 2026 Annual Supplier Inactivation Process

ITS will begin the annual PeopleSoft Financials Supplier Inactivation process for all institutions during the week of November 16, 2026. The process should be complete by November 30, 2026.

For the Share Supplier SetID, the criteria looks for suppliers with no activity (Purchase Orders, Vouchers, or Payments) within the previous 18 months. For the 'B' Supplier SetID, 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. For the Institution's Supplier SetID, all suppliers will be set to inactive.

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 utilizing the SHARE Supplier SetID should submit a ticket to the Shared Services Center at support@usg.edu. For institutions using the institution's B SetID, the supplier status can be updated following the current business procedure.

MORE INFORMATION AND SUPPORT: For business impact issues, please contact the Georgia*FIRST* Financials Support team at support@usg.edu.