

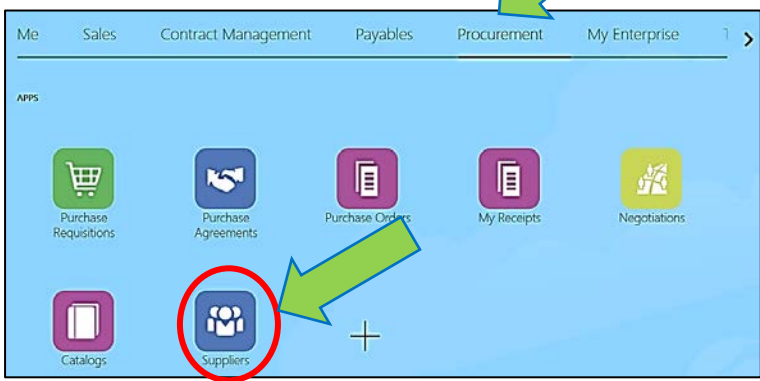
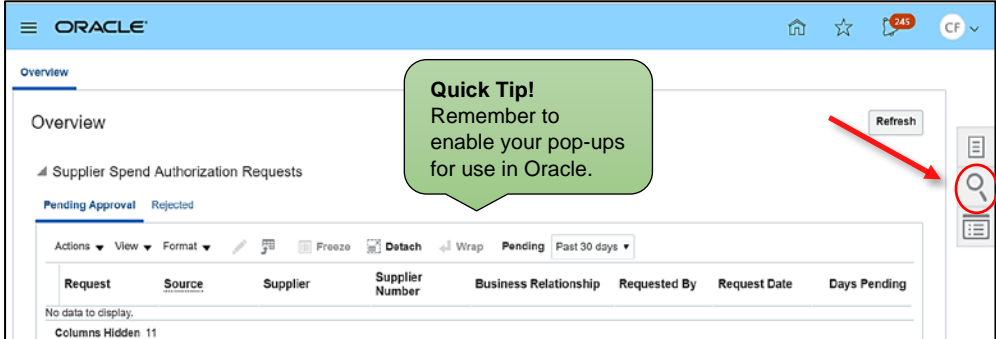
General Supplier Search

This guide outlines the process that should be initiated before registering any given supplier. This step should never be skipped to ensure quality records without any duplication.

Audience: All

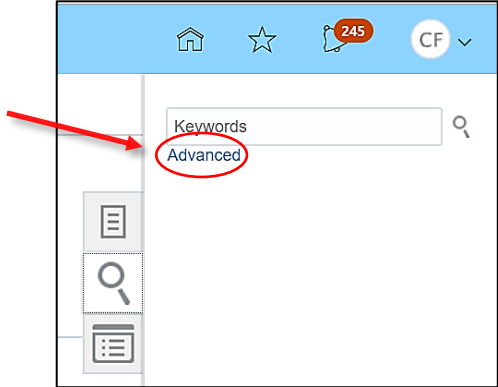
Additional Resources:

- ap@gmhec.org
- (802) 443-2321

Process Step & Description	Action
<p>Search for Your Supplier</p>	<p>Prior to registering any supplier: student, guest speaker, company, etc. –</p> <p style="text-align: center;">SEARCH FOR YOUR SUPPLIER</p> <p>Not only are we sharing suppliers amongst the Consortium member institutions, but other people may be registering the same supplier as you. The following directions will instruct you on how to search for a supplier in two separate screens.</p>
<p>Search for Your Supplier: Screen 1 – Manage Suppliers</p>	<p>Screen 1: Manage Your Suppliers – This search is used for existing suppliers already in Oracle.</p> <p>Navigation Path:</p> <p>Procurement → Suppliers</p>  <p>Quick Tip! A supplier can be a Company, Guest Speaker, Independent Contractor, or a Student. As you read through this guide, and others, please note that this definition is not restricted to companies.</p> <p>In the Suppliers Overview, click the search icon:</p>  <p>Quick Tip! Remember to enable your pop-ups for use in Oracle.</p>

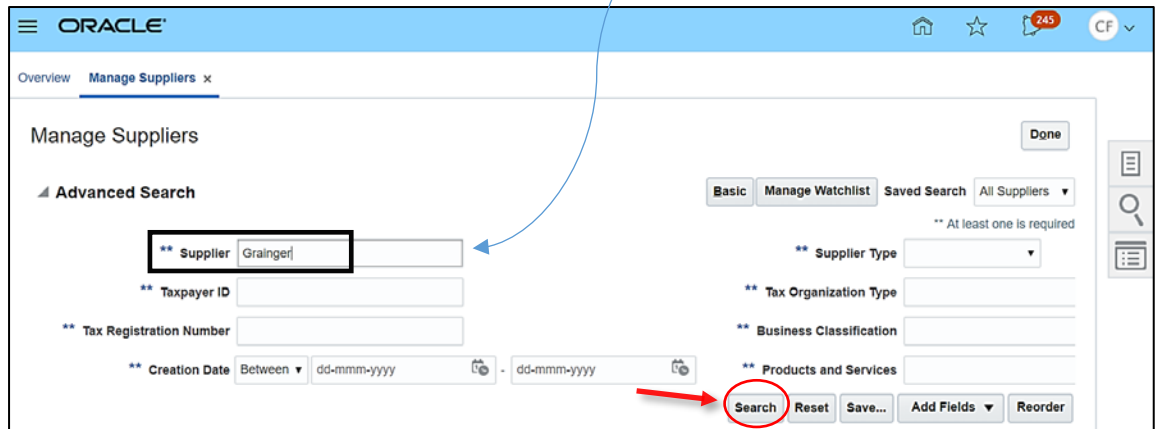
A search can be initiated in the Keywords field; however, the advanced search option creates more extensive results. To do an advanced search, click the **Advanced Search** link.

Quick Tip! You only need to use one field with a double asterisk to search.

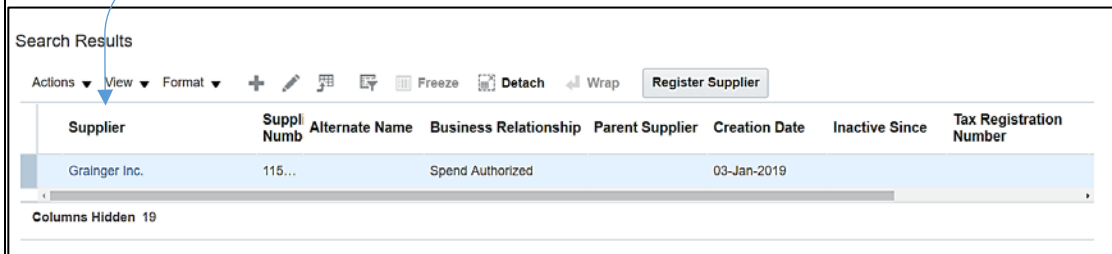


Search for a supplier by entering the following information in the **Supplier** field, then click on the **Search** button:

- Individuals: Search by last name
- Companies: Search by company name



If the supplier being searched is in Oracle, those findings will appear below the **Search Results** under the Supplier column. If the supplier is not in Oracle, the search will turn up with no results under the Supplier column.



Search for Your Supplier: Screen 2 – Manage Supplier Registration Requests

From any page in the Supplier module, click the **Tasks** button and choose **“Manage Supplier Registration Requests”**.

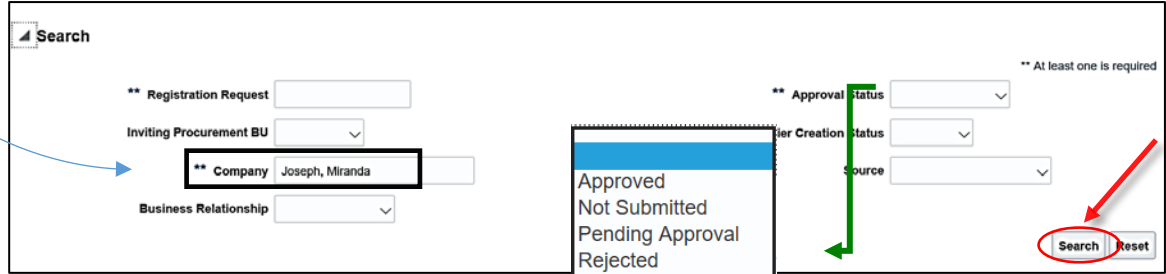


Quick Tip! You can also use this search after you've registered your supplier to find out the status of your request!

Search for a supplier by entering the following information in the **Company** field, then click on the **Search** button:

- Individuals: Search by last name
- Companies: Search by company name

You can also add an Approval Status filter. However, for a more general result, just add the company and click **Search**.



If the supplier being searched is in Oracle, those findings will appear as shown below. If the supplier is not in Oracle, the search will turn up with no results. In this case, this supplier record is “Pending Approval” as shown in the Approval Status column:

Registration Request	Inviting Procurement BU	Company	Business Relationship	Approval Status
36022	MIDD BU	Joseph, Miranda	Spend Authorized	Pending Approval

Managing Search Results

What to do with your results:

Screen 1: Manage Your Suppliers

- Existing/Approved: There is no need to register your supplier. You are free to create your invoice or requisition.
- Cannot be found/No Record. Move on to search in Screen 2: Manage Supplier Registration Requests.

Screen 2: Manage Supplier Registration Requests

- Pending Approval: Someone else has requested this supplier to be added to Oracle. Do not register your supplier. Wait 24 – 48 hours and check the registration requests again to see if the supplier has been approved. Once the supplier is approved, you are free to create your invoice or requisition.
- Cannot be found/No Record. Register your supplier.