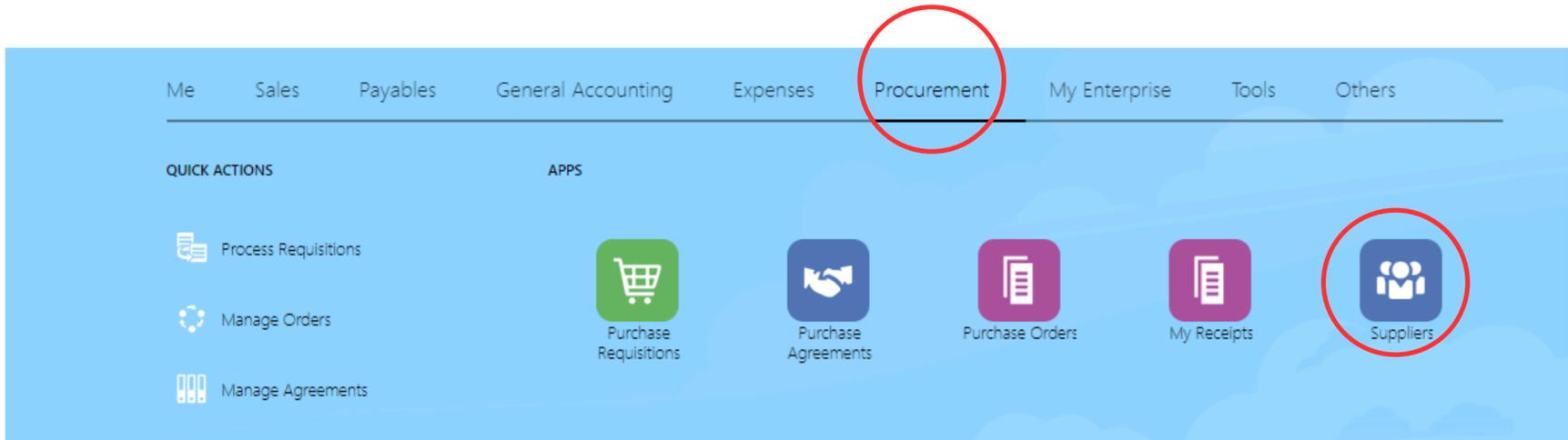


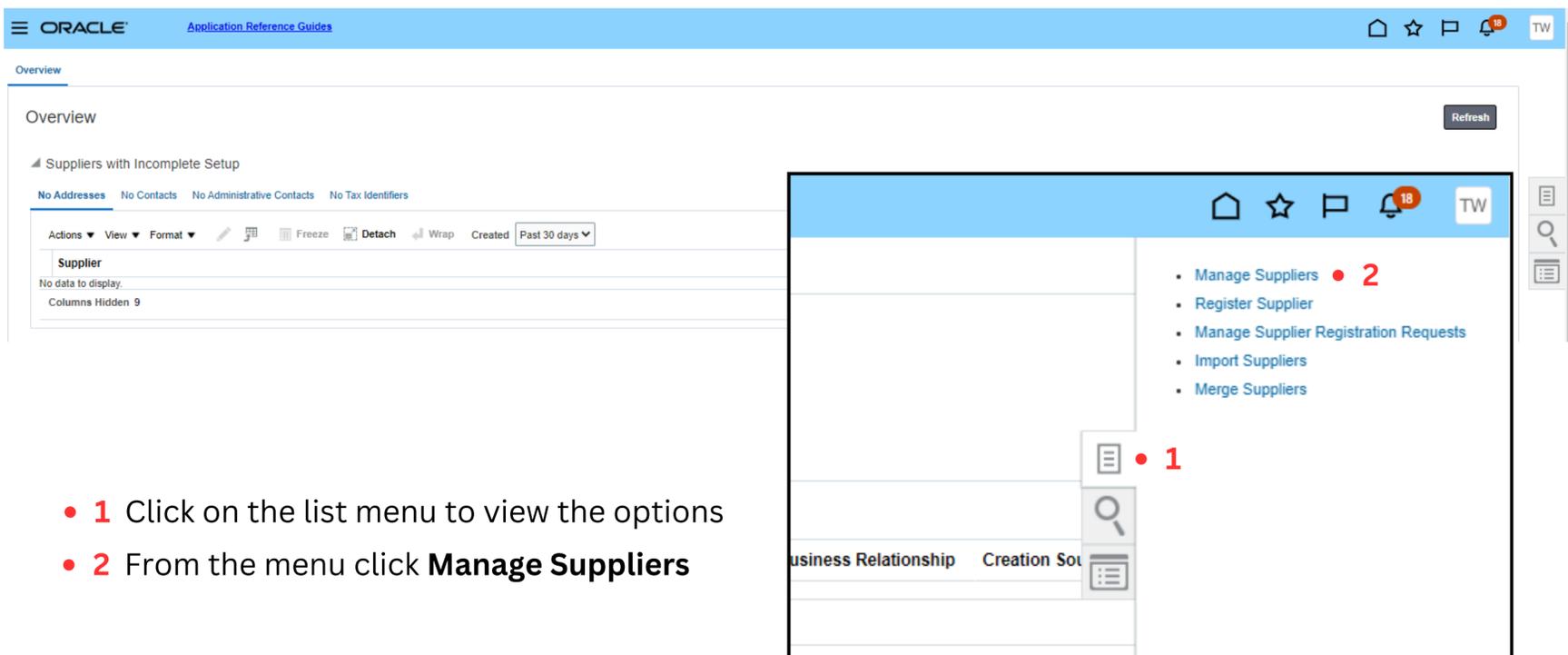
Searching For A Supplier

How to search for a supplier

Page 1 of 2



- From the "Procurement" Tab
- Select "Suppliers"



- 1 Click on the list menu to view the options
- 2 From the menu click **Manage Suppliers**

Searching For A Supplier

How to search for a supplier

Page 2 of 2

The screenshot shows the Oracle Manage Suppliers interface. At the top, there is a search bar with the text 'fisher' entered. A red dot '3' is placed next to the search bar. To the right of the search bar, there are buttons for 'Advanced', 'Manage Watchlist', 'Saved Search', and 'All Suppliers'. A red dot '4' is placed next to the 'Search' button. Below the search bar, there is a table of search results. A red dot '5' is placed above the table. The table has the following columns: Supplier, Supplier Number, Alternate Name, Business Relationship, Parent Supplier, Creation Date, Inactive Since, Tax Registration Number, Taxpayer ID, and D-U-N-S Number. The table contains two rows of data:

Supplier	Supplier Number	Alternate Name	Business Relationship	Parent Supplier	Creation Date	Inactive Since	Tax Registration Number	Taxpayer ID	D-U-N-S Number
Eli Fisher Hammond	35538	Eli Fisher Hammond	Spend Authorized		15-Dec-2021			1255852	
Emily J Fisher	18508	Emily J Fisher	Spend Authorized		26-Jun-2019	14-Nov-2...			

- 3 Enter your supplier's name into the search field.
 - NOTE: Try variations on the name, for example **Joel Morales** try **Morales, Joel, Morales, or Joel**
- 4 Click Search
- 5 Your results will fill in below

**If you have any questions or need any assistance,
please contact Accounts Payable at:
ap@gmhec.org**