Searching For A Supplier How to search for a supplier

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From the "Procurement" Tab Select "Suppliers"



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Suppliers with Incomplete Setup	
No Addresses No Contacts No Administrative Contacts No Tax Identifiers	$ \bigcirc \diamond \vdash \phi^{0} $
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 1 Click on the list menu to view the options 	Q

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Creation Sol

• 2 From the menu click Manage Suppliers

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Overview Manage Suppliers x										
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Actions ▼ View ▼ Format	🔹 🧪 🎵 🖙 🔟 Freeze 🗑 Detach 📣 Wrap	Register Supplier	• 5							
Supplier	Supplier Numb	er 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