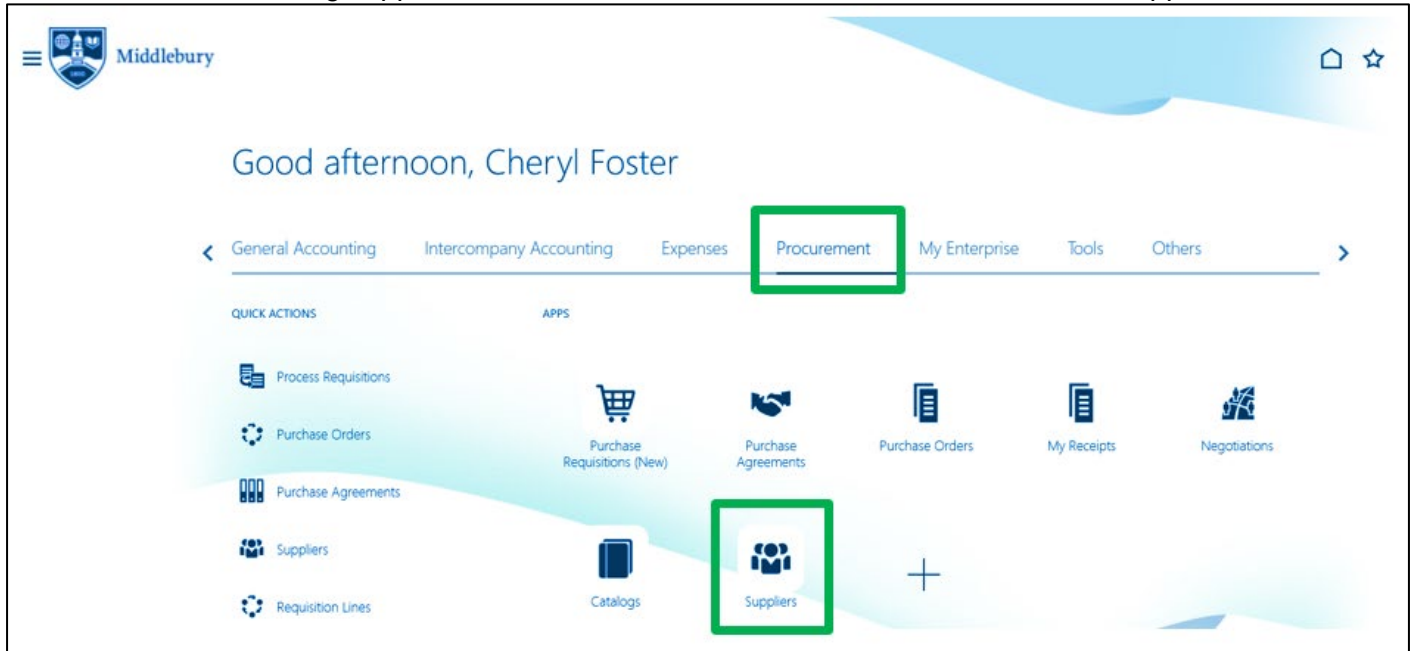


General Supplier Search

How to search for existing suppliers in Oracle. Go to the “Procurement” tab and click “Suppliers.”



Click the “Tasks” menu. Choose “Manage Suppliers.”



ADVANCED SEARCH: Preferred way to search, yields the best results.

Click “Advanced”



Search for your supplier by Name or Taxpayer ID.

- Individuals: Search by last name.
- Companies: Search by company name
- Taxpayer ID: Do not enter dashes

Click "Search."

Manage Suppliers ⓘ Done

Advanced Search Basic Manage Watchlist Saved Search All Suppliers ▼

**** Supplier**

**** Taxpayer ID**

**** Tax Registration Number**

**** Creation Date** Between -

**** Supplier Type**

**** Tax Organization Type**

**** Business Classification**

**** Products and Services**

**** At least one is required**

Search Reset Save... Add Fields ▼ Reorder

If your supplier is in the system, your findings will appear below. If the supplier is not in Oracle, your search will turn up blank.

Search Results

Actions ▼ View ▼ Format ▼ Register Supplier

Supplier	Supplier Number	Alternate Name	Business Relationship	Parent Supplier	Creation Date	Inactive Since	Tax Registration Number	Taxpayer ID	D-U-N-S Number
Grainger Inc	11525	Grainger Inc	Spend Authorized		23-Mar-2025			361150280	

Columns Hidden 19

BASIC SEARCH: You can do a search in the keywords field. However, you may turn inaccurate results.

Manage Suppliers ⓘ

Search

* Keywords

Your results will appear as shown below.

Manage Suppliers ⓘ Done

Search Advanced Manage Watchlist Saved Search All Suppliers ▼

* Keywords

Search Reset Save...

Search Results

Actions ▼ View ▼ Format ▼ Register Supplier

Supplier	Supplier Number	Alternate Name	Business Relationship	Parent Supplier	Creation Date	Inactive Since	Tax Registration Number	Taxpayer ID	D-U-N-S Number
Grainger Inc	11525	Grainger Inc	Spend Authorized		23-Mar-2025			361150280	