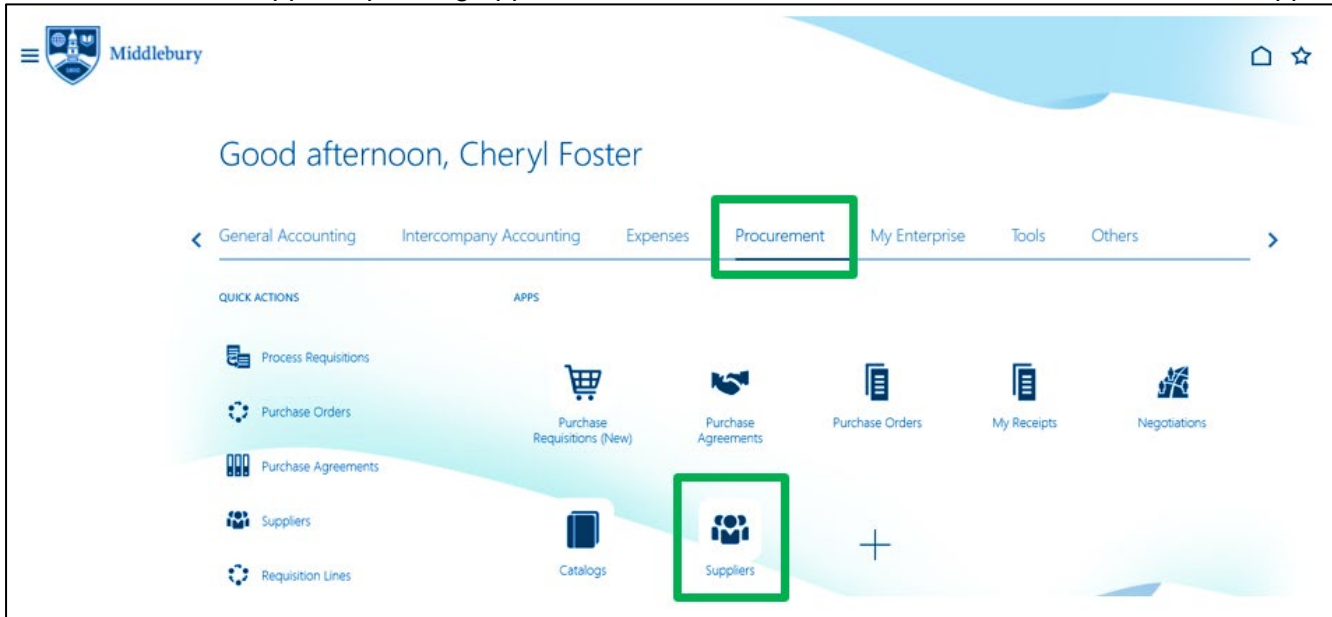


# Supplier Registration Search

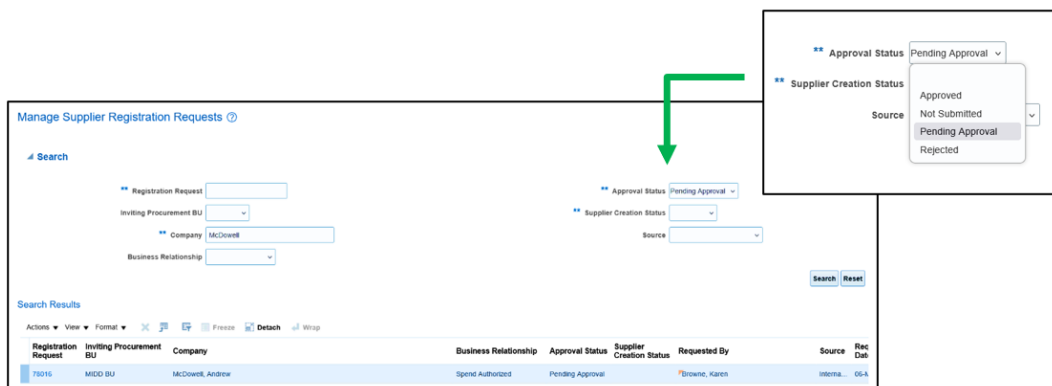
How to search for suppliers pending approval in Oracle. Go to the “Procurement” tab and click “Suppliers.”



Click the “Tasks” menu. Choose “Manage Supplier Registration Requests.”



In the search fields, enter the company name (Last Name, First Name for individuals). Choose “Pending Approval” under Approval Status.



The results will yield below the search fields.

You may also try using the other Approval Status choices depending on situation.

Contact [ap@gmhec.org](mailto:ap@gmhec.org) or 802-443-2321 on any supplier registration questions.