

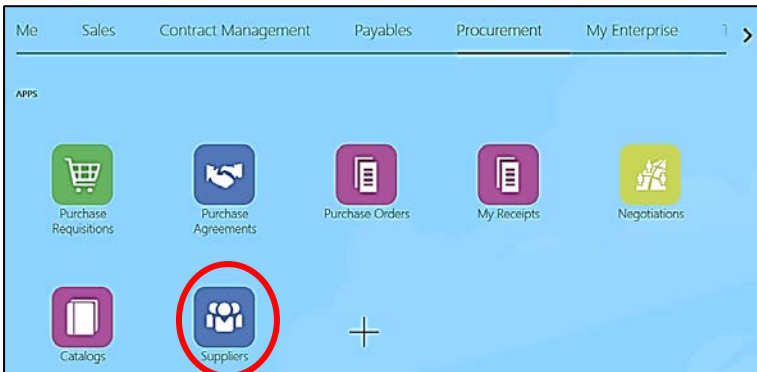
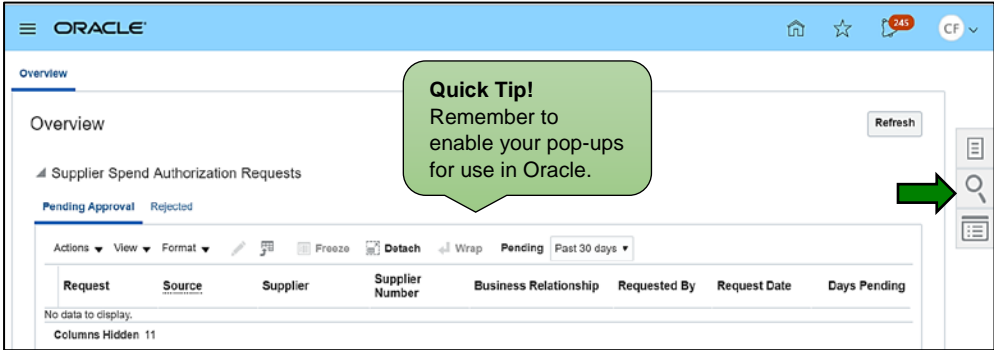
General Supplier Search – Section 2.0a

This process is used before registering any given supplier. This step should never be skipped to ensure quality records without any duplication.

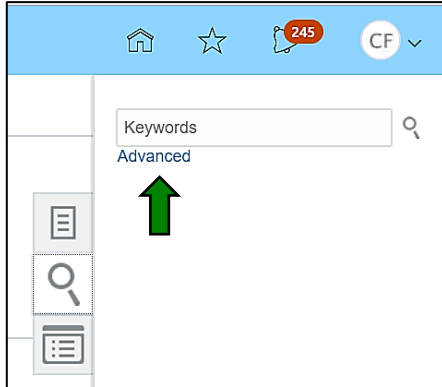
Audience: All

Additional Resources:

- [Glossary](#)
- [Video](#)
- [Procurement Knowledge Base](#)
- [Substitute W-9](#)
- procurement@gmhec.org or ap@gmhec.org

Process Step & Description	Action
<p>2.1 Search for Your Supplier</p>	<p>Prior to registering any supplier: student, guest speaker, company, etc. – 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>Screen 1: Manage Your Suppliers – This search is used for existing suppliers already in Oracle.</p> <p>Navigation Path: > Procurement → Suppliers</p>  <p>Quick Tip! A supplier can be a Company, Guest Speaker, Independent Contractor, and a Student. As you read through this guide, and others, please note that this definition is not restricted to companies only.</p> <p>To search: 1. Click the search icon in the Suppliers Module</p>  <p>Quick Tip! Remember to enable your pop-ups for use in Oracle.</p>

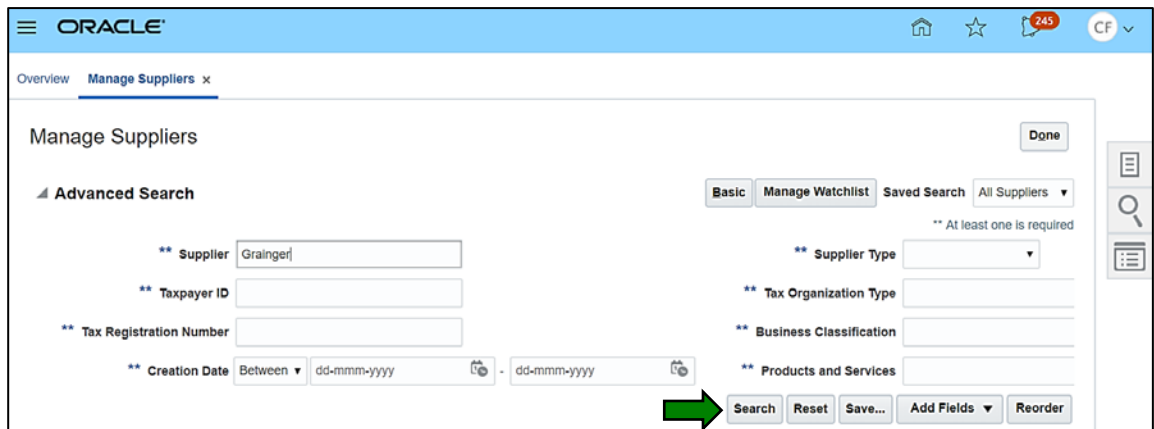
2. You can do a search in the keywords, field, however the advance search option creates better results. To do an advance search. click the advanced search link.



Quick Tip! For individuals, search by last name

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

3. Search for your supplier.



If your supplier is in the system, your findings will appear below:

Search Results

Actions View Format + Freeze Detach Wrap Register Supplier

Supplier	Suppl Numb	Alternate Name	Business Relationship	Parent Supplier	Creation Date	Inactive Since	Tax Registration Number
Grainger Inc.	115...		Spend Authorized		03-Jan-2019		

Columns Hidden 19

If the supplier is not in Oracle, your search will turn up blank:

Search Results

Actions View Format + Freeze Detach Wrap Register Supplier

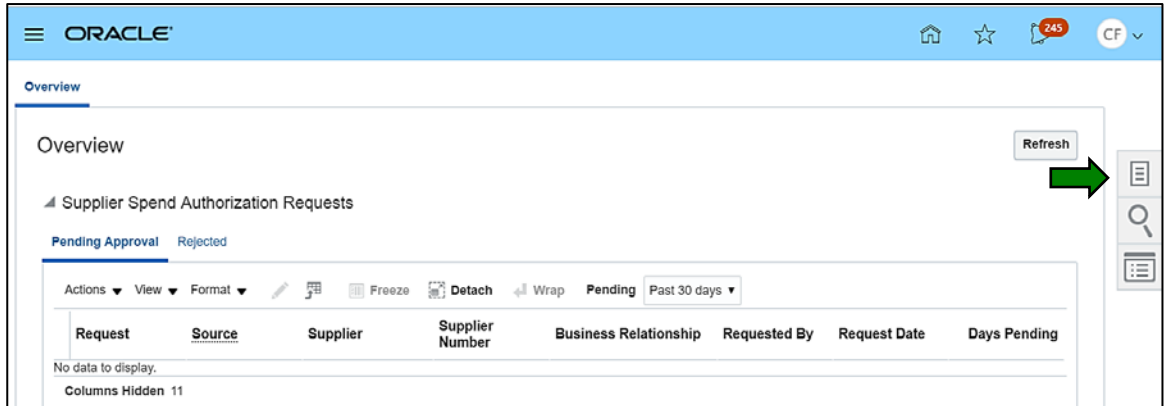
Supplier	Suppl Numb	Alternate Name	Business Relationship	Parent Supplier	Creation Date	Inactive Since	Tax Registration Number

Screen 2: Manage Supplier Registration Requests – This search is used for suppliers that may have already been submitted by another user and could be pending approval.

Navigation Path:

> Procurement → Suppliers

Click the Tasks icon:



ORACLE

Overview

Supplier Spend Authorization Requests

Pending Approval Rejected

Actions View Format Freeze Detach Wrap Pending Past 30 days

Request	Source	Supplier	Supplier Number	Business Relationship	Requested By	Request Date	Days Pending
No data to display.							

Columns Hidden 11

Choose "Manage Supplier Registration Requests"



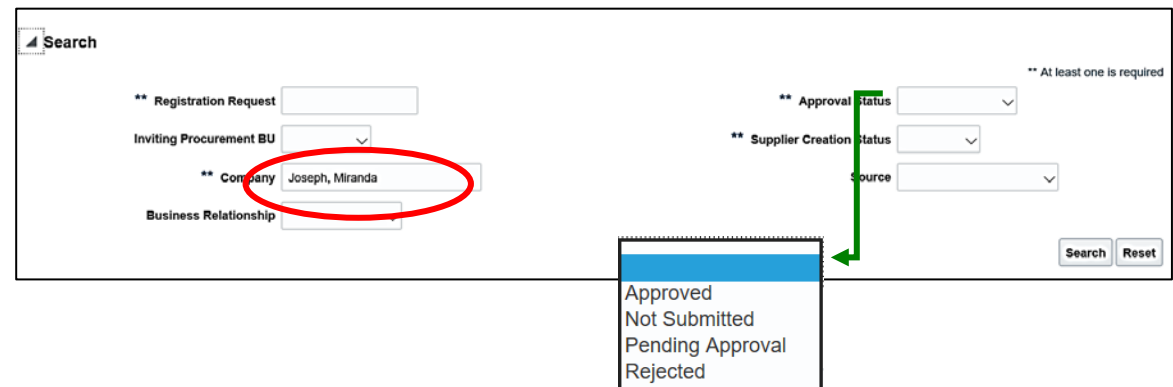
- Manage Suppliers
- Register Supplier
- **Manage Supplier Registration Requests**
- Import Suppliers
- Merge Suppliers

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

Under search, in the Company field, search for your supplier:

- 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.



Search

** Registration Request

Inviting Procurement BU

** Company Joseph, Miranda

Business Relationship

** Approval Status

** Supplier Creation Status

Source

Search Reset

Approved
Not Submitted
Pending Approval
Rejected

Your search results will appear below. 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

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. Move on to the next section of this reference guide to request your supplier.