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

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<tr>
<th>Process Step &amp; Description</th>
<th>Action</th>
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<td>Prior to registering any supplier; student, guest speaker, company, etc. – SEARCH FOR YOUR SUPPLIER</td>
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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.

**Screen 1: Manage Your Suppliers** – This search is used for existing suppliers already in Oracle.

Navigation Path:
- Procurement → Suppliers

To search:
1. Click the search icon in the Suppliers Module

**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.

**Quick Tip!** Remember to enable your pop-ups for use in Oracle.
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.

3. Search for your supplier.

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:

**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:

Choose "Manage Supplier Registration Requests"

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.

Your search results will appear below. In this case, this supplier record is "Pending Approval" as shown in the Approval Status column.
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.