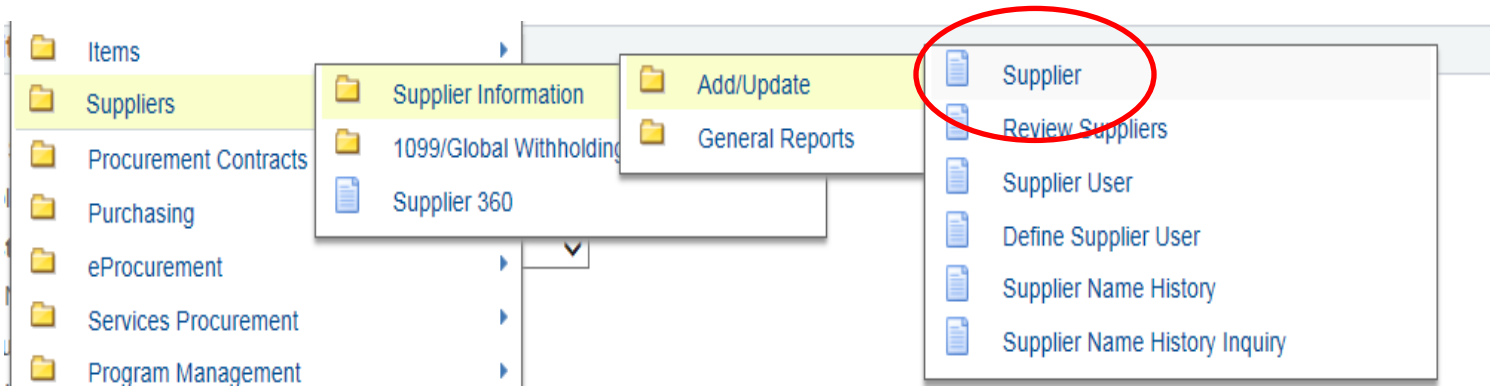


# Finding Suppliers

In the Main Menu, navigate to Suppliers, Supplier Information, Add/Update, and click Supplier



I then usually type the first portion of their name:

SetID =

Supplier ID begins with

Persistence =

Short Supplier Name begins with

Our Customer Number begins with

Supplier Name begins with

Include History    Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

## Search Results

View All First 1-3 of 3 Last

SetID	Supplier ID	Persistence	Short Supplier Name	Our Customer Number	Supplier Name
USC01	0000000957	Regular	DIAMONDDRU-001	(blank)	DIAMOND DRUGS
USC01	0000005100	Regular	DIAMONDGRA-001	(blank)	DIAMOND GRAPHICS LLC
USC01	C000001304	Regular	DIAMOND OU-001	(blank)	DIAMOND OUTDOOR INC

Click on the Supplier ID to find more information.

A status of Approved means that your supplier is ready to be used for requisitions and payment requests.

Their main address will show on the summary page. To see other addresses listed, click the "Address" tab.

The screenshot shows a supplier summary page with several tabs at the top: Summary, Identifying Information, Address, Contacts, Location, and Custom. The 'Address' tab is circled in red. Below the tabs, the page displays various fields for the supplier, including SetID, Supplier ID, Supplier Short Name, Supplier Name, Order, Remit To, Status, Last Modified By, Last modified date, Created By, Created Date/time, Last Activity Date, Persistence, Classification, HCM Class, Open for Ordering, Withholding, and VAT. The 'Status' field is circled in red and shows 'Approved'. There is also a link for 'Approval History' next to the status. At the bottom of the page, there are several buttons: Save, Return to Search, Previous in List, Next in List, Notify, Update/Display, and Include History. A breadcrumb trail at the bottom reads: Summary | Identifying Information | Address | Contacts | Location | Custom.

SetID	USC01			
Supplier ID	C000001304			
Supplier Short Name	DIAMOND OU	DIAMOND OU-001		
Supplier Name	DIAMOND OUTDOOR INC			
Order	DIAMOND OU-001	Remit To	DIAMOND OU-001	
	420 SOUTH HILL STREET		420 SOUTH HILL STREET	
	BUFORD, GA 30518		BUFORD, GA 30518	
Status	Approved	Approval History	Last Modified By	BOOKMAN2
Persistence	Regular		Last modified date	01/27/2016 11:58PM
Classification	Outside Party		Created By	
HCM Class			Created Date/time	05/27/2015 11:57AM
Open for Ordering	Yes		Last Activity Date	07/29/2016
Withholding	No			
VAT	No			

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Update/Display, Include History

Breadcrumb: Summary | Identifying Information | Address | Contacts | Location | Custom