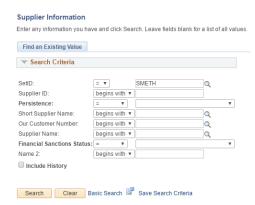# Searching for Suppliers

Introduction

Within SMU Financials eProcurement, you can search the existing database of suppliers (formerly vendors) and view details about them.

Using the Supplier Search

1. Click the **Main Menu** button.
2. Click the **Suppliers** menu.
3. Click the **Supplier Information** menu.
4. Click the **Add/Update** menu.
5. Click the **Supplier** link.
6. You can search for a supplier by entering the appropriate criteria in the **Supplier ID** or **Supplier Name** fields.

Supplier Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

SetID:	= ▼	SMETH 🔍
Supplier ID:	begins with ▼	
Persistence:	= ▼	▼
Short Supplier Name:	begins with ▼	🔍
Our Customer Number:	begins with ▼	🔍
Supplier Name:	begins with ▼	🔍
Financial Sanctions Status:	= ▼	▼
Name 2:	begins with ▼	

☐ Include History

Search | Clear | Basic Search 📄 Save Search Criteria

NOTE: When searching in the Supplier Name field, filter the criteria if necessary by using the "begins with" or "contains" options.

7. Click the **Search** button.
8. Review your search results carefully.

NOTE: The Name 2 column may contain a pertinent note regarding inactive suppliers, how a company may be currently "doing business as," or a reference to a specific supplier number you should be using.

9. Once you have reviewed the supplier information, select the appropriate supplier link.
10. The first tab, **Identifying Information**, displays Supplier ID, Short Name, and Supplier Status.
11. Click the **Address** tab.
12. Use the arrows to view additional addresses if available.
13. Phone Information is displayed at the bottom of the page. You can toggle between numbers by using the arrow buttons on the right or by selecting to view all which will display a scroll area. Click the **View All** link.
14. A scroll area is now available. Use the vertical scroll arrows to see the multiple phone types.
15. Click the **Contacts** tab.
16. Vendor contacts are displayed if available.
17. Click **Return to Search** button.
18. **End of Procedure.**