# **Finding Your Supplier**

1 Click "Tools	
	Q Search
Good aft	ernoon, Abigail Shellist
Contract Manager	ent Procurement UT Dashboards Other Tools
QUICK ACTIONS	APPS
Process Requisi	bns Purchase Requisitions (New) Purchase Agreements Purchase Purchase Purchase

# 2 Double-click Reports and Analytics



<b>3</b> Click "Browse Catalog"			
	Q 🗋	☆	Browse Catalog

#### 4 Click "Shared Folders"

5 • 9 in 📔 🤇 in •	B / E	Location /s	Shared Folders/Custom/Procurement/Supplier
Folders	Type All	▼ Sort Name A-Z	▼ □ Show More Details
My Folders	•	Supplier Search Query - Prompt Use this to search for the Supplier information Open Edit More ▼	Last Modified 1/12/2025 8:20 PM Owner Reporting Us tion. When searching using DBA, then provide Supplier r
Custom			
Dashboards			
CSS			
Customer Relations			
Financials			
Functional Setup			
Higher Education			
Human Capital Mana			
Incentive Compensa			
Loyalty			

# 5 Click "Procurement"

<ul> <li>The Dashboards</li> <li>The CSS</li> </ul>	This folder contains analytic content related to Customer Data Management that includes Missing Or Expand More V
<ul> <li>Customer Relationsł</li> <li>Financials</li> </ul>	Enterprise Contracts Last Modified 10/3/2024 6:04 PM Owner System Account Expand More
<ul> <li>Functional Setup</li> <li>Higher Education</li> </ul>	Extension Last Modified 1/14/2022 8:40 PM Owner Contains extensions Expand More ▼
<ul> <li>Human Capital Mana</li> <li>Incentive Compensa</li> <li>Loyalty</li> </ul>	Financials Last Modified 10/3/2024 6:04 PM Owner System Account Contains reports and analytical content for financial, accounting, invoicing, cash management, reven Expand More ▼
Procurement	Higher Education   Last Modified 10/3/2024 6:04 PM   Owner System Account   Expand   More ▼
Purchasing     Self Service Proc	Human Capital Management         Last Modified 10/3/2024 6:04 PM         Owner           Contain reports and analytical content for workforce management, absence management, compensa Expand         More ▼
Sourcing     Supplier     Projects	Incentive Compensation Last Modified 10/3/2024 6:04 PM Owner System Account Contains analytical content on Attainments, Earnings, Participant Goals and Quota assignments, Con Expand More ▼
<ul> <li>Published Reports</li> <li>Risk Management</li> </ul>	Loyalty Last Modified 10/3/2024 6:04 PM Owner System Account Contains reports and analytical content for Loyalty. Expand More ▼
Subscription Manage	Manufacturing Last Modified 10/3/2024 6:04 PM Owner System Account

#### 3

5 C	lick "Supplier"	
Þ	Higher Education	
۰ ۱	Human Capital Mana	
Þ	Loyalty	
4	Integration	
	Purchasing     Self Service Proc	
	Sourcing	
Þ	Projects	
Þ	Published Reports	
р 	Subscription Manage	
•	Supply Chain Manag	
Tasks		
Procu	Irement 🍝	

7 You'll see Supplier Search Query. Click open.



You can enter the legacy supplier number or you can search by name, alternate name, or address.

Supplier Search Query - Prompt
Prompt
Supplier NameSelect Value
Alternate NameSelect Value
Supplier Legacy Number
Address Line 1 Select Value
OK Reset <b>v</b>
Edit - Refresh - Copy



### Click this text field.

Supplier Search Qu	ery - Prompt		
Prompt			
Supplier Name	-Select Value 🔻		
Alternate Name	-Select Value		
Supplier Legacy Number			
Address Line 1	-Select Value		
	OK Reset V		
iit - Reiresh - Copy			

8

**10** Type legacy vendor number. Use 000 as a prefix to the legacy number

<b>11</b> Click this text	: field.	
Supplier Search Que	ry - Prompt	
Prompt		
Supplier NameS Alternate NameS Supplier Legacy Number 00 Address Line 1S Edit - Refresh - Copy	elect Value elect Value ielect Value OK Reset V	

Type "0003006079"

13

Supplier	Search	Query	- Promot
Oupplier	ocaron	Quory	- i i onipi

rompt			
Supplier Name	Select Value 🔻		
Alternate Name	Select Value		
upplier Legacy Number	0003006079		
Address Line 1	Select Value 🔻		
	OK Reset V		
-Refresh -Copy			

14 Type " Backspace"

# 15 Click "003006079"

#### Supplier Search Query - Prompt

Prompt	
Supplier Name	Select Value
Alternate Name	Select Value 🔻
Supplier Legacy Number	003006079 🗸
Address Line 1	0 <mark>003006079</mark>
Edit - Refresh - Copy	Search

# **16** Click this button field.

Supplier Search Q	iery - Promp	t
Prompt		
Supplier Name	Select Value	•
Alternate Name	Select Value	•
Supplier Legacy Number	0003006079	•
Address Line 1	Select Value	•
dit - Refresh - Copy	OK	et ▼

# The new DASH vendor number will display

Supplier Number	Supplier Name	Alternate Name	Supplier Legacy Number	Legacy Supplier Number	Address Line 1
6011116	FOCUS	R PULLINS PUBLISHING	0003006079	0003006079	Vrchlickeho sad 4 60
it - Refresh	- Print - Export -	Add to Briefing Book - Email -	сору		
ait - Keiresn	- Print - Export -	Add to Briefing Book - Email -	сору		
ait - Refresh	- Print - Export -	Add to Briefing Book - Email -	сору		
it - Refresh	- Print - Export -	Add to Briefing Book - Email -	сору		