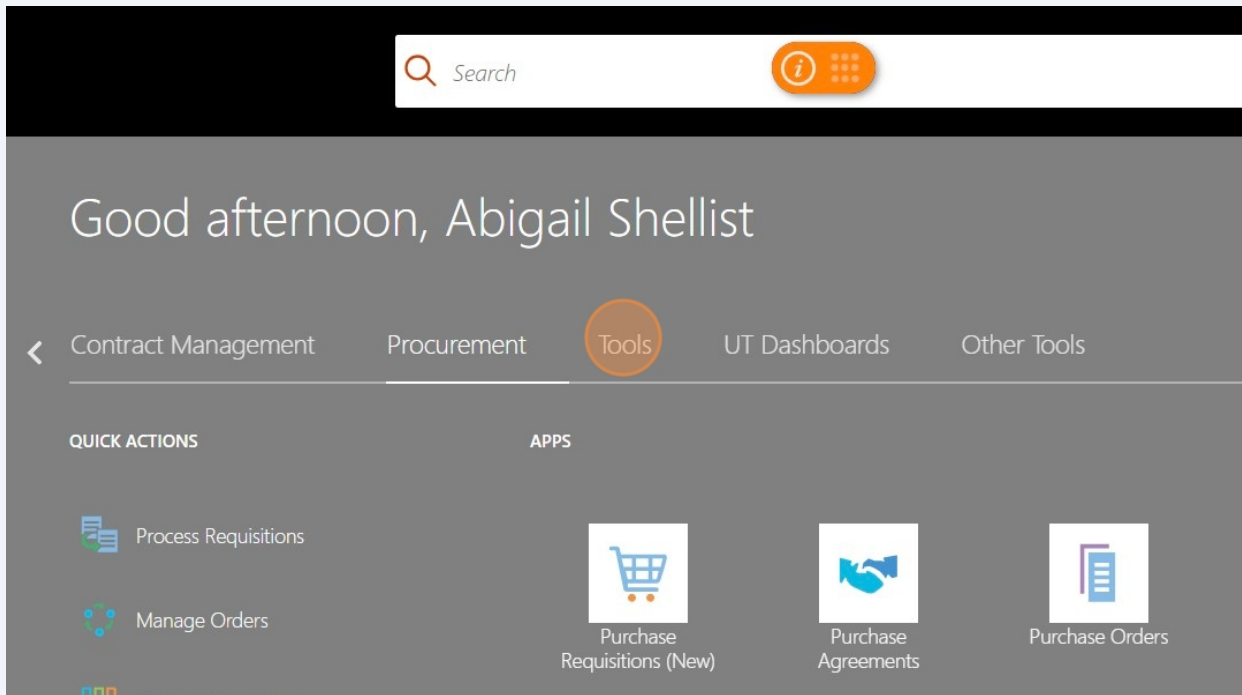
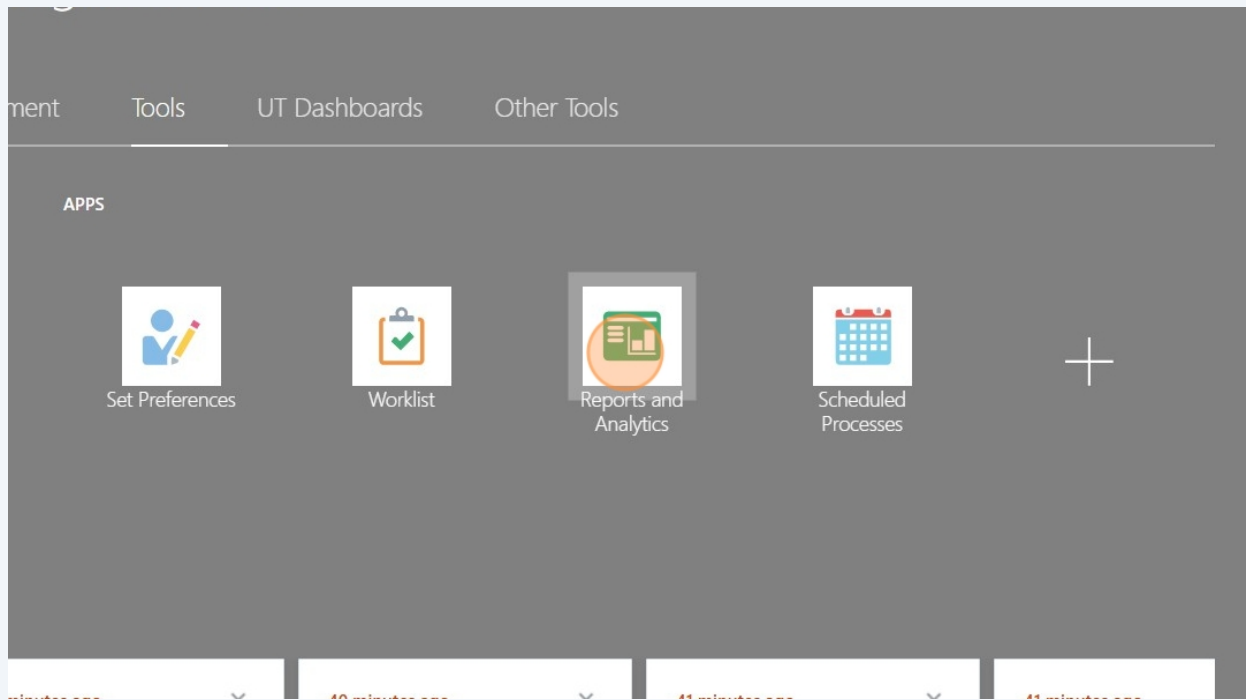


# Finding Your Supplier

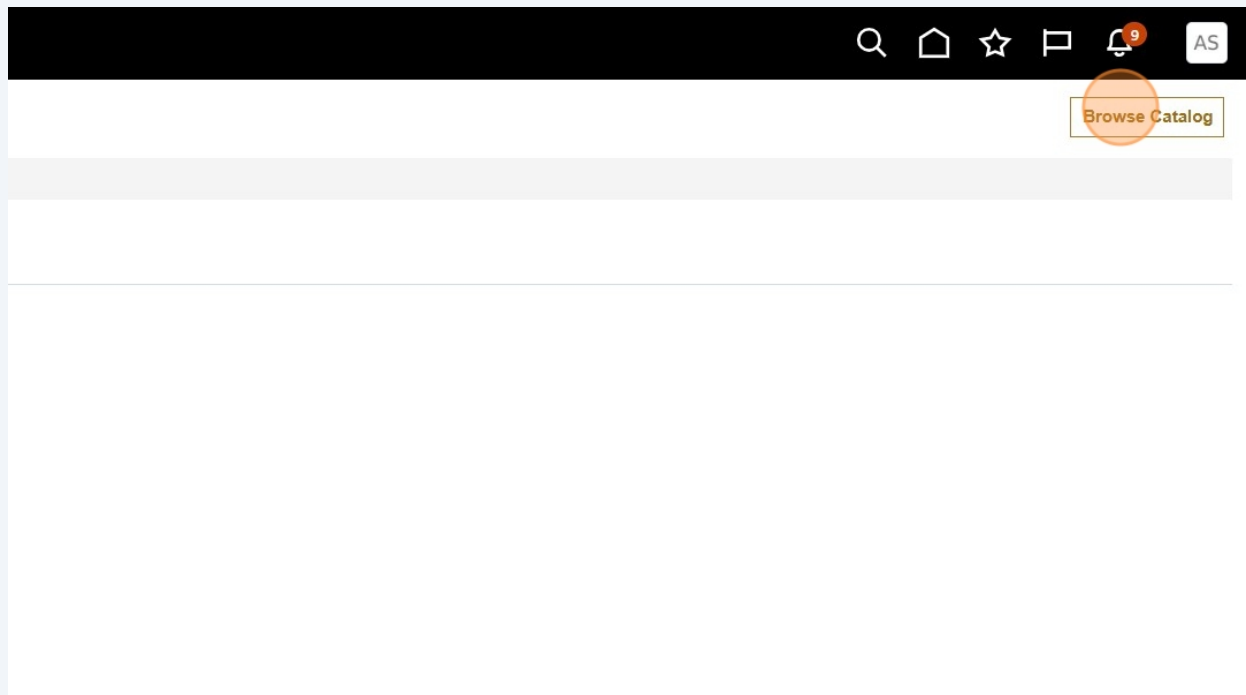
1 Click "Tools"



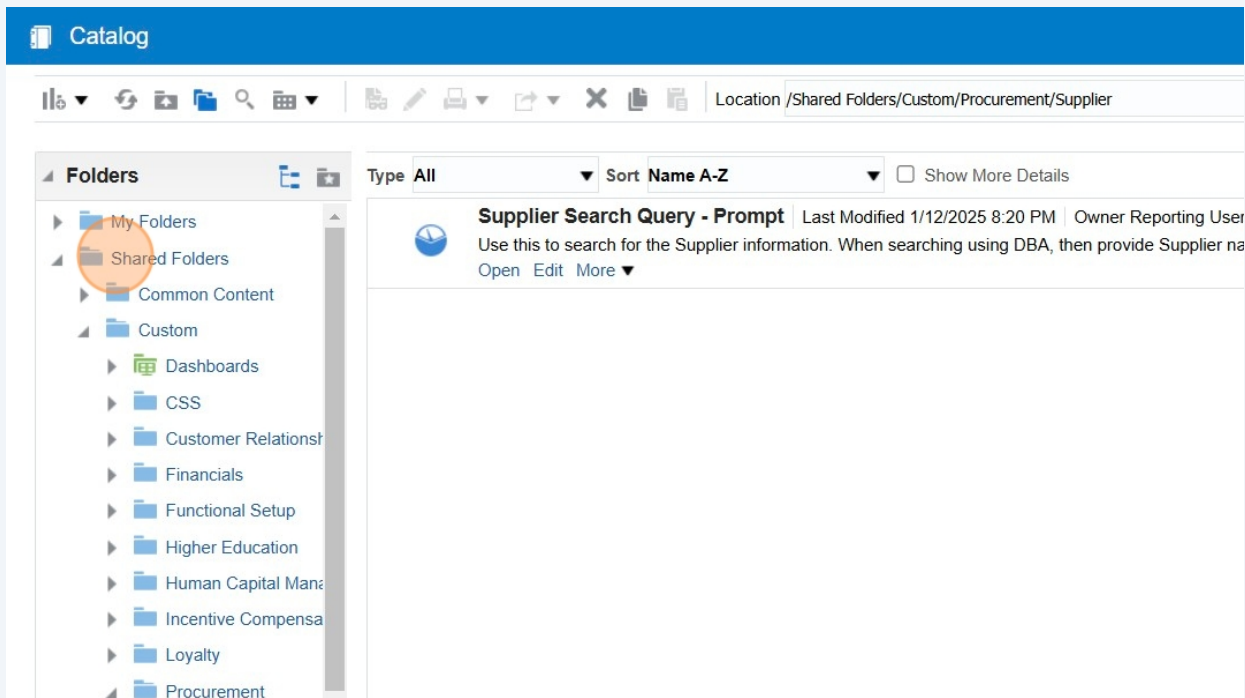
## 2 Double-click Reports and Analytics



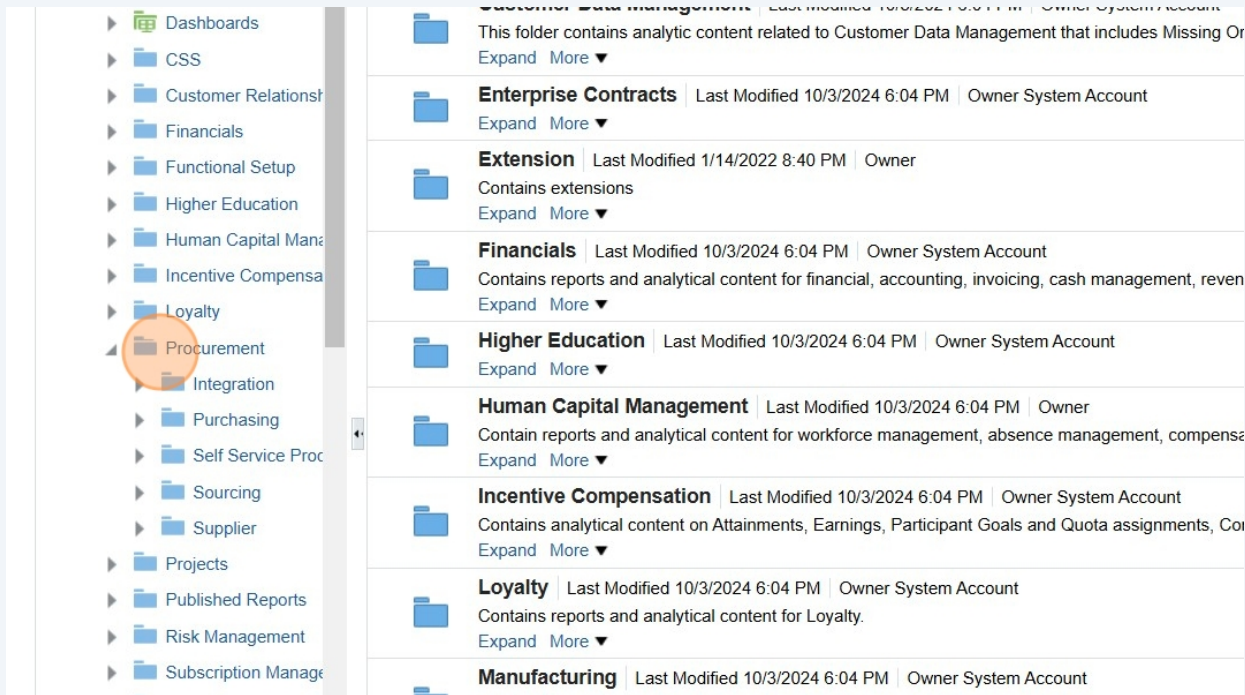
## 3 Click "Browse Catalog"



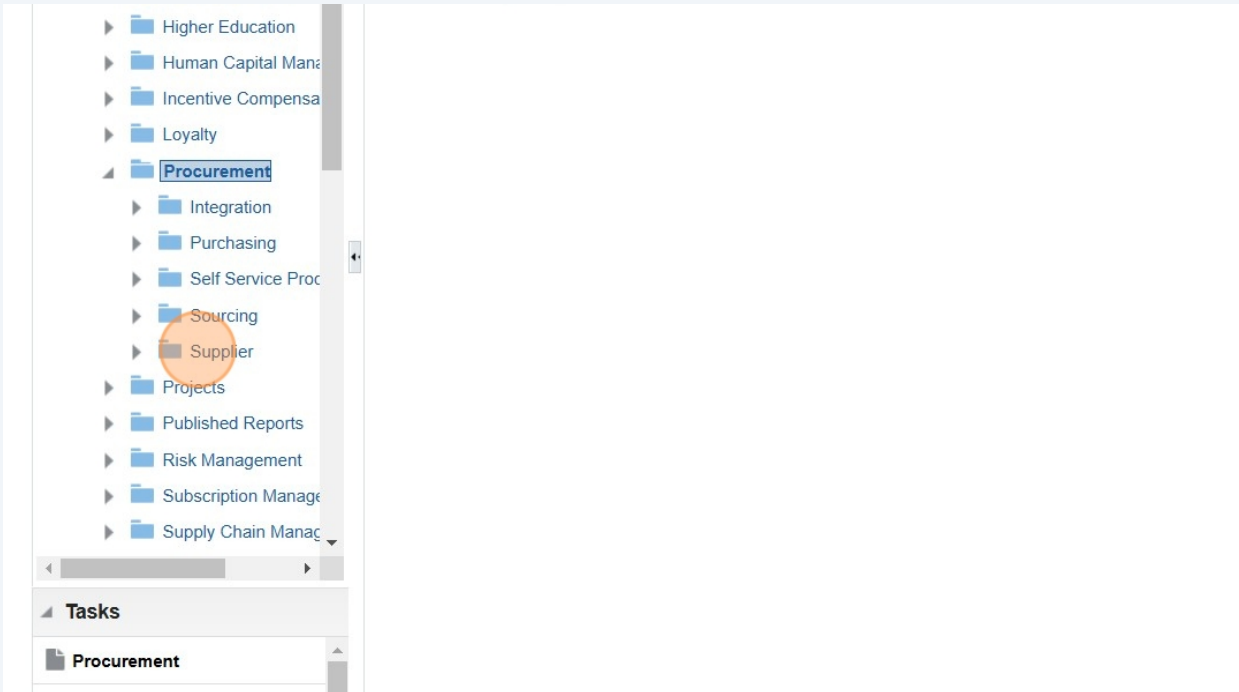
#### 4 Click "Shared Folders"



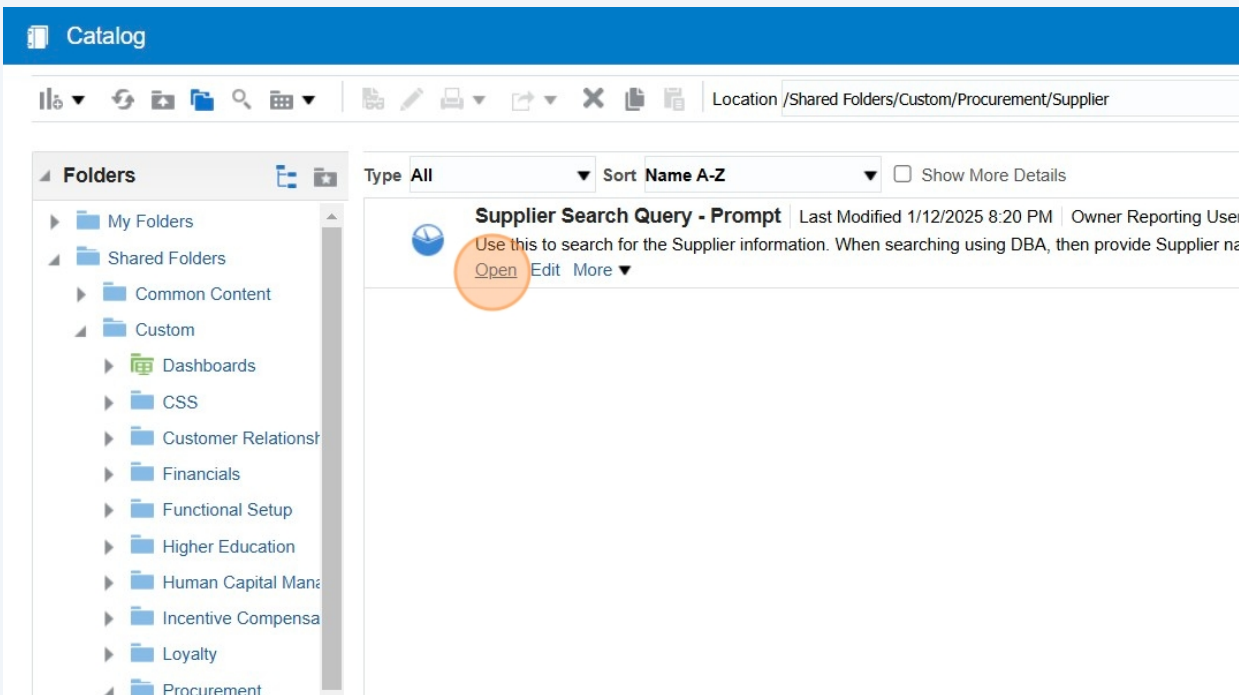
#### 5 Click "Procurement"



6 Click "Supplier"



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



8

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

Supplier Search Query - Prompt

Prompt

Supplier Name --Select Value-- ▼  
Alternate Name --Select Value-- ▼  
Supplier Legacy Number  ▼  
Address Line 1 --Select Value-- ▼

OK Reset ▼

Edit - Refresh - Copy

9

Click this text field.

Supplier Search Query - Prompt

Prompt

Supplier Name --Select Value-- ▼  
Alternate Name --Select Value-- ▼  
Supplier Legacy Number  ▼  
Address Line 1 --Select Value-- ▼

OK Reset ▼

Edit - Refresh - Copy

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

11 Click this text field.

Supplier Search Query - Prompt

Prompt

Supplier Name --Select Value-- ▼

Alternate Name --Select Value-- ▼

Supplier Legacy Number 0000000153 ▼

Address Line 1 --Select Value-- ▼

OK Reset ▼

Edit - Refresh - Copy

12 Type "0003006079"

13

Supplier Search Query - Prompt

Prompt

Supplier Name --Select Value-- ▼  
Alternate Name --Select Value-- ▼  
Supplier Legacy Number 0003006079 ▼  
Address Line 1 --Select Value-- ▼

OK Reset ▼

Edit - 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 003006079

Edit - Refresh - Copy Search...

16 Click this button field.

Supplier Search Query - Prompt

Prompt

Supplier Name --Select Value-- ▼

Alternate Name --Select Value-- ▼

Supplier Legacy Number 0003006079 ▼

Address Line 1 --Select Value-- ▼

OK Reset ▼

Edit - Refresh - Copy



17 The new DASH vendor number will display

Supplier Search Query - Prompt

Supplier Search Query - Prompt

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

Edit - Refresh - Print - Export - Add to Briefing Book - Email - Copy