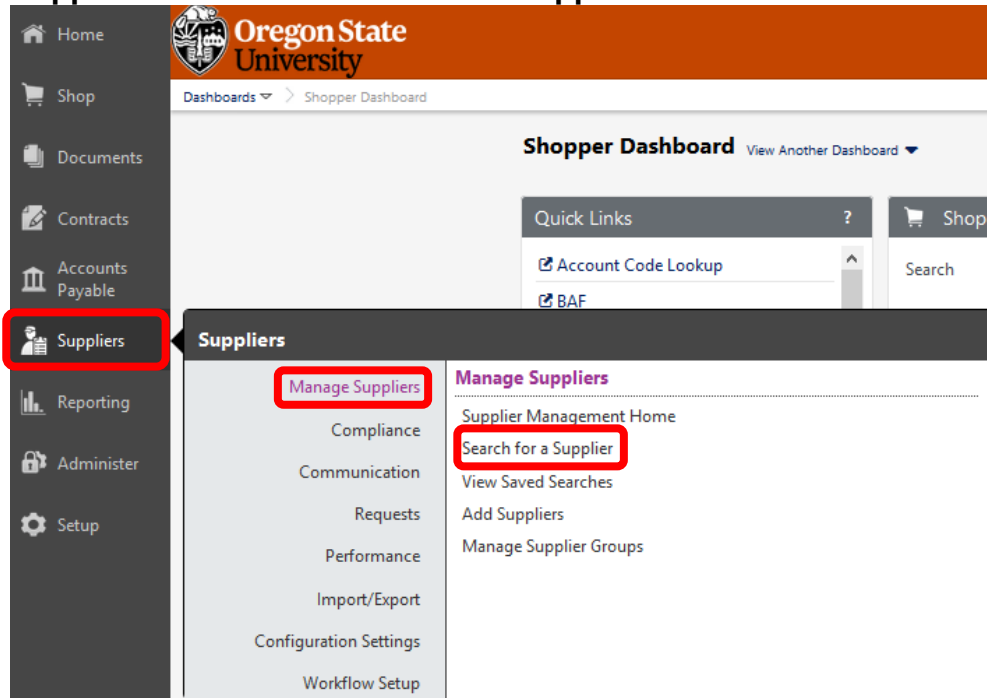


# Supplier Search

## Supplier Search

Suppliers must be setup prior to submitting a cart or requisition. Please ensure you allow sufficient time for supplier onboarding to occur. This applies to all order types, including forms. To register a new supplier, please see ***New Supplier Invite***.

1. Login to BennyBuy using your ONID ID and password.
2. From the BennyBuy home page, click on the **Suppliers** tab located on the menu along the left hand side of the screen. Under the **Suppliers** tab, go to **Manage Suppliers** and select **Search for a Supplier**.



3. You will be directed to the Simple Search screen. **Search** by the supplier's name or supplier ID and click **Go**.

The screenshot shows a search input field with the text 'ABC Company' and a 'Go' button. The search field and button are highlighted with a red box. Below the input field, there is a small text prompt: 'Enter search terms such as Legal Company Name or Supplier ID.' To the right of the search field, there is a link for 'Advanced search'.

# Supplier Search

4. You can also choose **Advanced Search** to filter results by several criteria, including, but not limited to: **Supplier Relationship, Supplier Type, Supplier Class, Shopping/AP Status, Country of Origin, Registration Information, 2<sup>nd</sup> Tier Reporting, and Status Flags**. Once the known fields are entered, click **Search**.

**Advanced search** Simple Search | ?

Expand All | Collapse All

Supplier	<input type="text"/>
Relationship	All <input type="button" value="v"/>
Type	All <input type="button" value="v"/>
Class	<input type="text"/>
Shopping/AP Status	All <input type="button" value="v"/>
Tax Identification Number	<input type="text"/>
Country Of Origin	Country of Origin <input type="button" value="q"/>
Contract Party Type	Type to filter... <input type="button" value="q"/>
Profile Last Updated By Supplier	<input type="text"/>
Suppliers Set to Sync with ERP	All <input type="button" value="v"/>
Suppliers with data requiring review	<input type="checkbox"/>
Current Supplier Review Workflow Step	Workflow Step Name <input type="button" value="q"/>
Zip Code	<input type="text"/> Within 5 Miles <input type="button" value="v"/>

**Registration Information**

- > Products / Services
- > Company Classification
- > Compliance
- > 2nd Tier Reporting
- > Status Flags
- > Custom

# Supplier Search

5. Suppliers matching your search criteria will appear. Active Suppliers are indicated by a **Green “checkmark”** ✓ and inactive suppliers are indicated by a **Red “x-mark”** ✗ .

Showing 1 - 4 of 4 Results

Supplier Name	Registration Status	Type	Diversity Classifications	Last Updated	Management
ABC Inc.	None	Business or Corporation Profile	None	5/12/2017 8:51 AM	Manage
ABC Instruments	None	Business or Corporation Profile	None	10/12/2012 9:21 AM	Manage
ABCAM INC	None	Business or Corporation Profile	None	10/12/2015 9:59 AM	Manage
ABCAM INC.	None	Business or Corporation Profile	None	11/21/2016 7:29 AM	Manage

6. To further refine your search results, use the **Refine Supplier Search** located on the left hand side of the screen.

Refine Supplier Search

- Profile Last Updated By Supplier
- Last Invitation Date
- Registration Status
  - Approved (1)
  - None (38)
- Registration Method
  - Solicited (1)
  - Unsolicited with Invoice Verification (1)
- Registration Date
- Shopping/AP Status
  - Active (1)
  - Inactive (38)
- Network
  - In Network (2)
  - Out of Network (37)
- Type
  - Non-Catalog (39)
- Country Of Origin
  - India (1)
  - United States (12)
- Sales Territory
  - Alabama (1)
  - Alaska (1)
  - American Samoa (1)
  - Arizona (1)
  - Arkansas (1)
  - (more)
- Class
  - Prime Supplier (1)
- Prime Supplier

7. If your supplier does not appear within the search results, you need to follow **New Supplier Invite** Tip sheet for instructions.