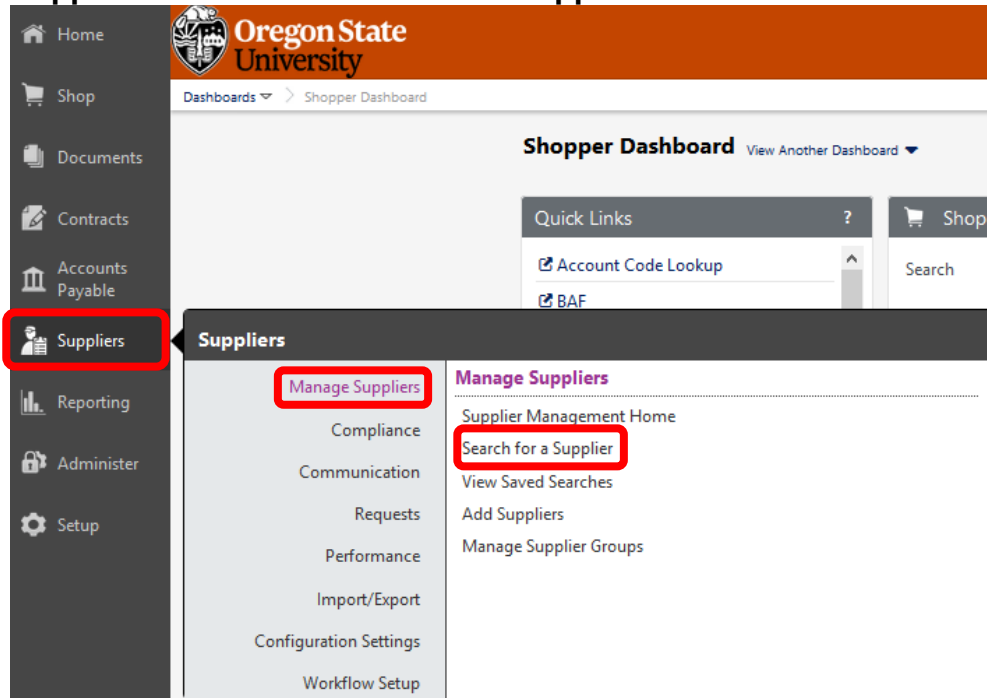# Supplier Search

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**.

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, 2nd Tier Reporting,** and **Status Flags**. Once the known fields are entered, click **Search**.

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"** ✗ .

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

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

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