

Title: Quick ways to search for suppliers

Summary: Suppliers can be searched in many ways using partial or complete information about the supplier. Suppliers can also be bookmarked as favorite for ease of navigation.

Description: Suppliers can be searched using keywords which directly uses a set of supplier attributes to conduct the search. When you do not know the keyword values but do know some details of the supplier you could use various search criteria to find the supplier. Suppliers can also be added to favorites for future ease of navigation.

Let's look at each of these options in detail:

- 1. Search suppliers using keywords:** Keywords search field allows you to look up suppliers using the following supplier attributes.

Supplier Name, Supplier Number, D-U-N-S Number, Parent Supplier, Alternate Name.

Features of keyword search:

- Keywords can partially or completely match the attribute values.
- Multiple attribute values can be used to search for the supplier.
- Auto-suggest is enabled for keywords in Quick Search.

Keywords search is available in the Basic, Advanced and Quick search regions. Keywords search is also available in the Research Suppliers page. Research Suppliers is available in the following work areas: Purchase Agreements, Purchase Orders, Negotiations, Supplier Qualification.

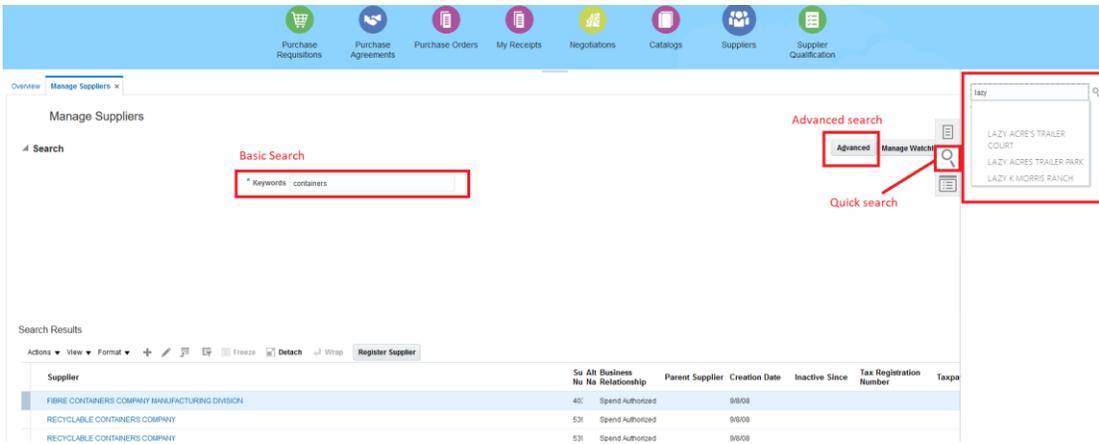
- I. Quick Search:** Quick Search is equipped with auto-suggest that can guide you to select appropriate keywords to look up a specific supplier. It also helps save time in accessing supplier details for the supplier of interest and provides helpful pointers in selecting the correct supplier.

Navigation: Click on the search icon on the right side panel of the Suppliers/ Purchase Orders/Purchase Agreements Overview page. Quick Search is rendered. Auto-suggest is enabled thereby suggesting suppliers as you type in the keyword.

- II. Basic Search:** Basic Search uses keywords based search that should help users to find individual suppliers and contains a single search field.

Navigation: Expand the task panel on the right hand side of the Suppliers Overview page. Click on Manage Suppliers hyperlink to reach Basic Search page.

- III. Advanced Search:** Keywords search is also available in the Advanced Search region. This is explained in detail in the next point.



2. **Search suppliers using Advanced Search:** Advanced Search can be leveraged to look for a group of suppliers of interest, so that you don't have to rely on OTBI for simple reporting needs. Advanced Search can be reached by clicking the 'Advanced' button in the Manage Suppliers page.

Features of Advanced Search

- Various search criteria can be used to search for a supplier.
- Multiple attribute values can be used to search for the supplier. E.g. Tax Organization Type, Supplier Type.
- The additional filters in the Advanced Search can also be used to look for a group of suppliers having a common search criteria. E.g. Suppliers with business classification women owned.

Keywords search can be used along with the other search criteria available in the Advanced Search tab.

Keywords search can be added to Advanced Search using the 'Add Fields' button. You can also use this button to get more search criteria into the page for the search purpose.

Advanced Search

Basic Manage Watchlist Saved Search All Suppliers

** Supplier

** Taxpayer ID

** Tax Registration Number

** Creation Date Between -

** Supplier Type Supplier

** Tax Organization Type Individual

** Business Classification

** Products and Services

Search Reset Save... Add Fields Reorder

Search Results

Actions View Format + Freeze Detach Wrap Register Supplier

Supplier	Supplier Number	Alter Nam	Business Relationship	Parent Supplier	Creation Date	Inactive Since	Spend Authorizatio Review Statu
Elizabeth First	1407514814		Spend Authorized		3/20/15		
Jun Ji Hyun	1427736225		Spend Authorized		12/7/15		
Kim Kil Dong	1427736224		Spend Authorized		12/7/15		
Lee Soon Sin	1427736227		Spend Authorized		12/7/15		

Alias
Alternate Name
Business Classification
Business Relationship
Certifying Agency
Creation Date
Creation Source
Customer Number
D-U-N-S Number
Federal Income Tax Type

Bookmark most visited suppliers as Favorite: The easiest way to reach a supplier would be by marking it as a favorite and directly navigating to the supplier from any page using the 'Favorite and Recent Items' star icon which is available in the global header.

Features of Favorites

- Ease of navigation- Can directly navigate to the supplier from any page.
- You can mark multiple suppliers under the favorite list.

How to mark supplier as favorite:

Step 1: Navigate to the Suppliers work area.

Step 2: Search for a supplier using Manage Suppliers or Quick Search.

Step 3: Click on the supplier name hyperlink.

Step 4: Click on the star icon next to the supplier name in the page title. Supplier is added to favorite list.

How to access the favorites:

Step 1: On the global header of the page click on the star icon. This will display the favorites list.

Step 2: Click on the supplier name hyperlink to directly navigate to supplier page.

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Search

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Overview Manage Suppliers x Supplier: Elizabeth First x

Supplier: Elizabeth First 

Profile Addresses Sites Contacts Qualifications

General

Supplier Elizabeth First

Supplier Number 1407514814

Alternate Name

Tax Organization Type Individual

Supplier Type Supplier

Inactive Date

Status Active

Business Relationships

Parent Supplier

Parent Supplier Number

Creation Date 3/20/15

Creation Source Manual

Registration Request

Attachments None

Additional Information

Favorites and Recent Items

Favorites Recent Items

Add to Favorites

Manage Favorites

Supplier: Elizabeth First

Edit Done