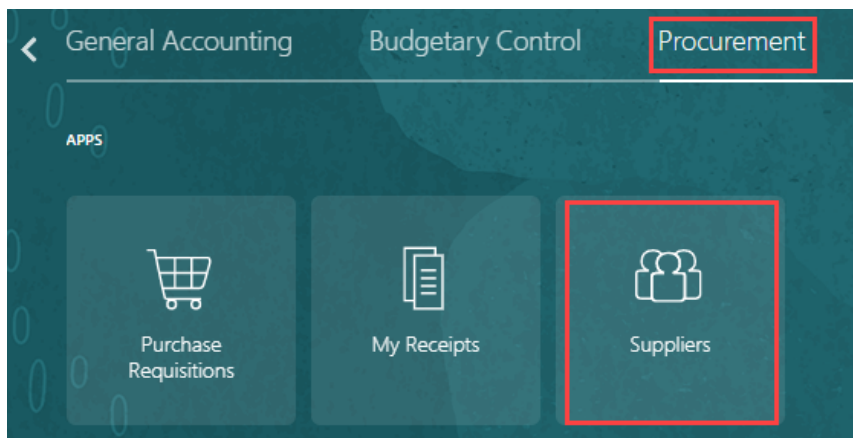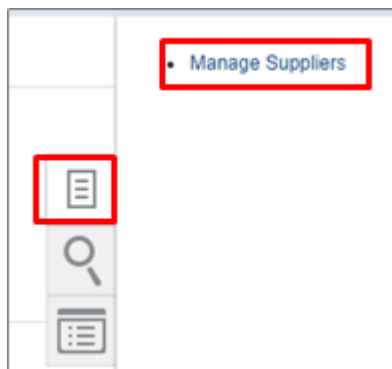# Search for a Supplier

In this topic you will learn how to search for a supplier. If a user is looking for information on a supplier prior to placing an order, they may use this process. Otherwise, please search for a supplier within the purchasing page while creating a non-catalog request.

Directions

1. Within the **Procurement** menu, click the **Suppliers** tile.

2. Click the **Tasks** menu on the far-right side of the screen and select the **Manage Supplier** link.

Note: *You can also search for a supplier by clicking on **magnifying glass**.*

3. Enter a **Supplier Name** in the **Keyword** field, e.g., *school spec*. Click the **Search** button.

4. Click on **Supplier Name** hyperlink.

Search Results

Actions ▼   View ▼   Format ▼   ⊞   ⊡   ⊞ Freeze   ▣ Detach   ⊿ Wrap

Supplier	Supplier Number	Alternate Name	Bu
School Specialty Inc	203396		Sp

Columns Hidden 19

5. Click on the different tabs to drill into detailed Supplier Information, i.e. Profile, Addresses, Sites, Contacts and Qualifications.

Supplier: School Specialty Inc ⑦ ★

Profile   Addresses   Sites   Contacts   Qualifications

◢ General

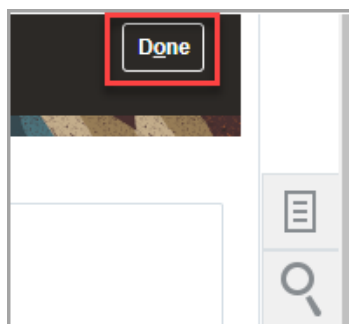|	
Supplier	School Specialty Inc
Supplier Number	203396
Alternate Name	
Tax Organization Type	Corporation
Supplier Type	Supplier
Inactive Date	
Status	Active

6. Once completed, click the **Done** button to exit the screen.

Done

▤

🔍

7. Click on the icon to return to the Hub homepage.

Note: *Your screen may differ from screenshots in these instructions, due to variations in user roles and system upgrades.*

Last updated 5-Feb-2021