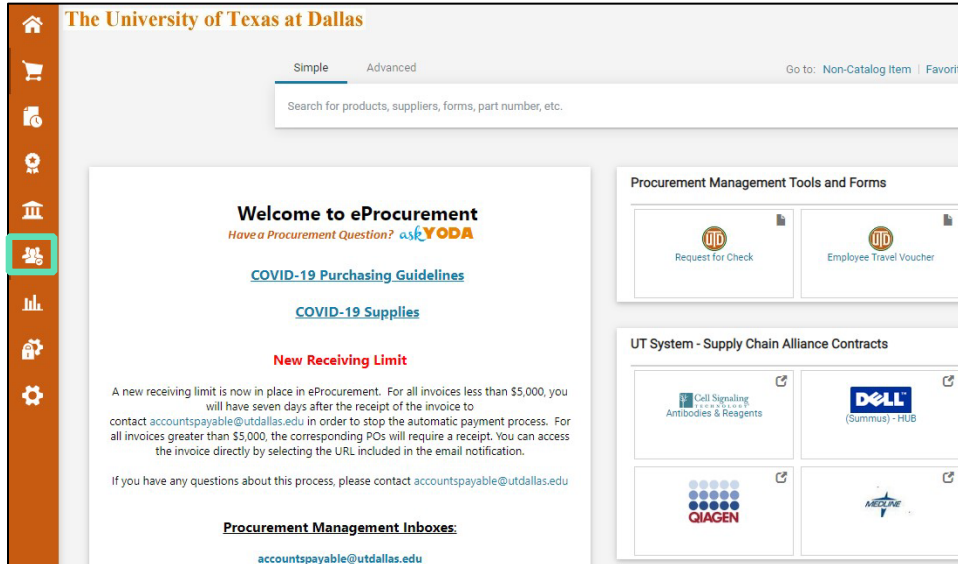


Supplier Search in eProcurement Quick Guide

- Once you are logged into eProcurement, click on the supplier icon on the left navigation bar.



- Search for the supplier by supplier name or supplier ID.
 - NOTE:** If searching by Supplier ID, you must include the leading zeros to yield a result.



- The results for your search will be displayed.
 - The green check mark indicates a supplier is active and available for use.
 - The red X indicates a supplier exists within eProcurement but is currently inactive. Please email vendors@utdallas.edu for further information regarding the reason for inactivation.
 - NOTE:** If a supplier number is not present, the supplier does not have a profile in PeopleSoft and an invitation will need to be sent to the supplier for setup.

