

## Supplier Search in eProcurement Quick Guide

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

â	The University of Texas at Dallas			
1	Simple Advanced	Go to: Non-Catalog Item   Fa	vorites	
5	Search for products, suppliers, forms, part number, etc.			
<u>9</u>		Procurement Management Tools and Forms		
血	Welcome to eProcurement			
	COVID-19 Purchasing Guidelines	Request for Check Employee Travel Voucher		
Juli,	COVID-19 Supplies			
₫ <b>?</b>	New Receiving Limit	UT System - Supply Chain Alliance Contracts		
¢	A new receiving limit is now in place in eProcurement. For all invoices less than \$5,000, you will have seven days after the receipt of the invoice to contact accountspayable@utdallas.edu in order to stop the automatic payment process. For all invoices greater than \$5,000, the corresponding POS will require a receipt. You can access the invoice directly by selecting the URL included in the email notification.	Antibodies & Reagents	C	
	If you have any questions about this process, please contact accountspayable@utdallas.edu	C Metre	C	
	Procurement Management Inboxes:	QIAGEN		
	accountspayable@utdallas.edu			

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



- 3. The results for you search will be displayed.
  - a. The green check mark indicates a suppler is active and available for use.
  - b. The red X indicates a supplier exists within eProcurement but is currently inactive. Please email <u>vendors@utdallas.edu</u> for further information regarding the reason for inactivation.
  - c. **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.

Search Details	Results Per Page 20 💙	Sort by: Best Match	Page 1 of 1 📄 legend ?
Filtered By Search Terms summus dell	✓ SUMMUS/DELL Supplier Number: 0000024850 Registration Status: None	Type: 🕈 Preferences: Diversity Classifications: None	Manage
Save New Search	SUMMUS/DELL (For VWR Orders)     Registration Status: None	Type:  Preferences: Diversity Classifications: None	Manage 🔻
Refine Supplier Search ? Registration Status None (4)	<ul> <li>SUMMUS/DELL/TECH</li> <li>Supplier Number: 0000033416</li> <li>Registration Status: None</li> </ul>	Type: 🕈 Preferences: Diversity Classifications: None	Manage 💌
Kegistration Date	Summus Industries (Dell) Registration Status: None	Type:  Diversity Classifications: None	Manage 👻