

Suppliers – Search for Using Forms

A supplier must exist in eSHOP before you can use them on any of the purchasing or payment forms. If the supplier is not in eSHOP, you need to complete a Vendor Request Form to setup the supplier before you are able to create a PO or pay an invoice.

USING FORM'S QUICK SEARCH

1. From the eSHOP home page, click on the form you will be using to purchase or pay.
2. Begin typing the name of your supplier in the **Enter Supplier** field (3 characters will start pulling up a drop list of selections).

3. Click on your supplier's name as it appears, otherwise continue to enter more characters to narrow the results.
4. If multiple suppliers appear or you are unsure if it is the correct supplier, use the following Supplier Search steps.

USING FORM'S SUPPLIER SEARCH

1. From the eSHOP home page, click on the form you will be using to purchase or pay.
2. Click on Supplier Search link.

3. Enter any part of the Supplier Name, including SAP vendor #, address, DBA Name.
4. Click **Search**.

5. Click **Select** next to the appropriate supplier.

VIEWING SUPPLIER DETAILS ON FORM

Once a supplier has been selected on a form you will be able to view important details about the supplier.

It is important that you verify the Supplier Information is correct before proceeding with the form.

The Fulfillment Address listed is always where the payment will be sent.

The Supplier Phone and Distribution information is where purchase orders (sales contact) will be sent, or applicable contact information for placing orders.