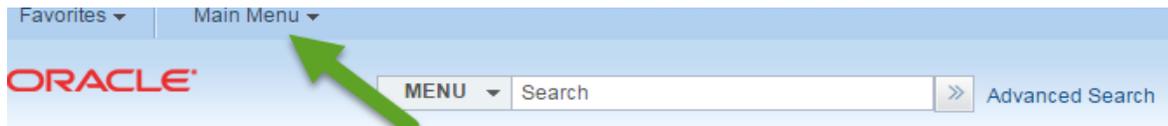


How To Look Up A Supplier “Using Add/Update Requisitions”

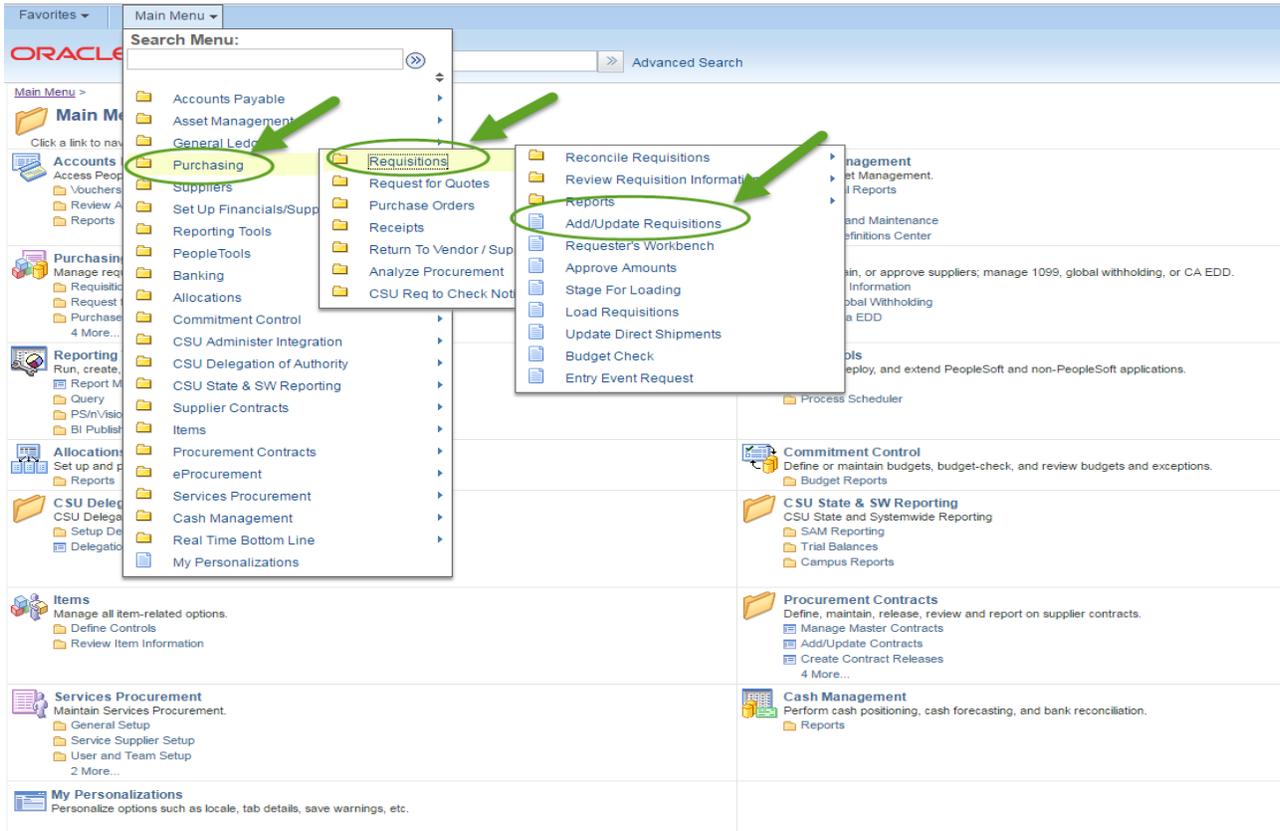
The purpose of this procedure is to provide instructions for CFS users who need to look up vendors using “Add/Update Requisition” process.

Log onto CFS

- Click on “Main Menu”
 - Click on Purchasing



Click on "Add/Update Requisitions"



Click "Add"

Requisitions

Find an Existing Value Add a New Value

Business Unit SACST
 Requisition ID NEXT



Find an Existing Value | Add a New Value

Click "Requisition Defaults"

Favorites > Main Menu > Purchasing > Requisitions > Add/Update Requisitions

ORACLE MENU Search Advanced Search

Maintain Requisitions

Requisition

Business Unit SACST Status Open
 Requisition ID NEXT Budget Status Not Chk'd
 Requisition Name Copy From Hold From Further Processing

Header

*Requester
 *Requisition Date 09/12/2016 Requester Info
 Origin ONL On-Line Entry
 *Currency Code USD Dollar
 Accounting Date 09/12/2016

Requisition Defaults Add Comments
 Requisition Activities

Amount Summary

Total Amount 0.00 USD

Add Items From

Purchasing Kit Catalog
 Item Search Requester Items

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1			0.0000			0	0.00	Open

View Printable Version *Go to ...More...

Save Notify Refresh Add Update/Display

Click "Look Up Supplier"

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Requisitions ▾ > Add/Update Requisitions

ORACLE MENU ▾ Search [] >> Advanced Search

Requisition Defaults

Business Unit SACST Requisition Date 09/12/2016
Requisition ID NEXT Status Open

Default Options ?

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values are overridden by the default values found in the default hierarchy, only non-blank values are applied.

Line

Buyer [] [] Unit of Measure [] []
Supplier [] [] Supplier Location [] []
Category [] [] Supplier Lookup [] []

Schedule

Ship To [] [] *Distribute By Quantity ▾
Due Date [] [] *Liquidate By Amount ▾
Ultimate Use Code [] [] Ship Via [] []
Attention To [] [] Freight Terms [] []

Distribution

SpeedChart [] []

Distributions

Details Asset Information [] []

Dist	Percent	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product
1	[]	SACST []	[] []	[] []	[] []	[] []	[] []	[] []	[] []	[] []

OK Cancel Refresh

Click "Look Up Supplier"

Select by "Supplier ID" or "Short Supplier Name"

Look Up Supplier

SetID SACST

Supplier ID begins with

Short Supplier Name begins with

Select by
"Supplier ID"
or
"Short Supplier Name"

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Supplier ID	Short Supplier Name	Supplier Name	Additional Name	Our Customer Number	Old Supplier ID
0000000006	3M COMPANY-001	3M COMPANY	(blank)	(blank)	000000029
0000000007	MCKESSON M-001	MCKESSON MEDICAL SURGICAL INC	(blank)	(blank)	000000035
0000000009	US POSTMAS-001	US POSTMASTER	(blank)	(blank)	000000052
0000000011	UNITED NAT-002	UNITED NATIONS PUBLICATIONS	(blank)	(blank)	000000060
0000000012	UNITED PAR-001	UNITED PARCEL SERVICE	(blank)	(blank)	000000061
0000000013	UNITED TEX-001	UNITED TEXTILE INC	(blank)	(blank)	000000062
0000000016	ROWMAN &-001	ROWMAN & LITTLEFIELD,THE	(blank)	(blank)	000000075
0000000017	UNIV UNION-001	UNIVERSITY UNION OPERATIONS OF CSUS INC	(blank)	(blank)	000000079
0000000021	CAL OFFICE-001	CALIFORNIA OFFICE FURNITURE	(blank)	(blank)	000000098
0000000022	CAPITOL BU-001	CAPITOL BUILDERS HARDWARE INC	(blank)	(blank)	000000109
0000000029	ABC-CLIO-001	ABC-CLIO INC	(blank)	(blank)	000000145
0000000030	ABC SUPPLY-001	ABC SUPPLY INC	(blank)	(blank)	000000146
0000000035	PEARSON ED-001	PEARSON EDUCATION	(blank)	(blank)	000000154
0000000037	ADOBE SYST-001	ADOBE SYSTEMS INC	(blank)	(blank)	000000165
0000000038	ALHAMBRA-001	ALHAMBRA WATER PRODUCTS	(blank)	(blank)	000000167
0000000039	ALLENS PRE-001	ALLENS PRESS CLIPPING BUREAU	(blank)	(blank)	000000170
0000000040	ALLIED EL-001	ALLIED ELECTRONICS INC	(blank)	(blank)	000000171

Enter "Supplier Name" or "Supplier ID" and click "Look up"
If supplier is in CFS database the supplier name will show at bottom of screen

Look Up Supplier

SetID SACST

Supplier ID begins with

Short Supplier Name contains MMG

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Supplier ID	Short Supplier Name	Supplier Name	Additional Name	Our Customer Number	Old Supplier ID
0000053474	MMG TECHNO-001	MMG TECHNOLOGY GROUP INC	(blank)	(blank)	(blank)

Note: A red box highlights the search criteria and buttons. A red callout bubble points to the 'contains' dropdown with the text 'Enter Supplier Name Look Up By "Contains"'. A green arrow points to the 'Look Up' button. A red horizontal line is drawn under the search results table, with a green arrow pointing to the first row.