

***Search Only: The Supplier  
Database***



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# Accessing, Logging on and Searching

This manual is relevant to those who are not key contacts within the Dept. and can only search the University Supplier Database.

## Search Only Access

The first level of access is the “Search Only” version and is available to employees who use CUFS and have a Raven ID and password.

The purpose of the search facility is to alert staff to existing suppliers and preferred suppliers that may already exist on the system. These should be reviewed and preferably used before a request to set up a new supplier is submitted.

Once you have access follow the steps below.

## Searching by Supplier Name

1. From the **CUFS homepage** navigate to the **Supplier Database** link <http://ufs.admin.cam.ac.uk/ssr/#search>
2. Click on the **Search Facility Only** link. You will need to log on with your CRSID and Raven password. Once you have logged on the following screen will display:

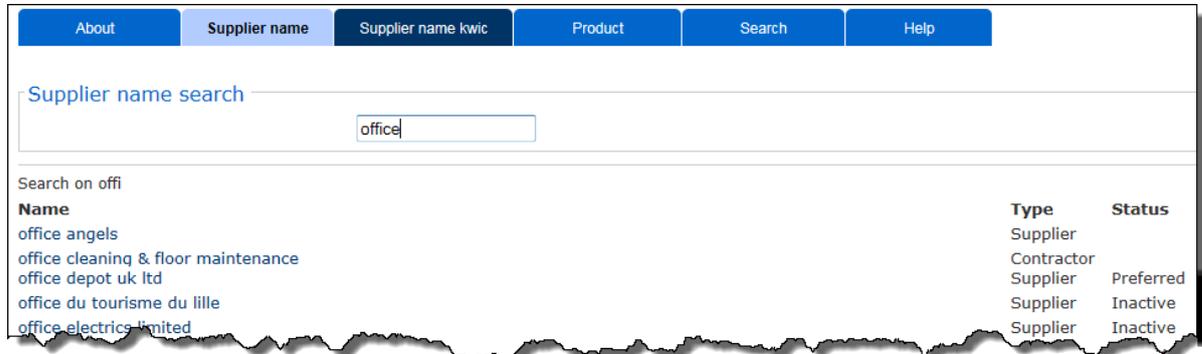
The screenshot shows the search interface for the University of Cambridge Supplier Database. At the top left is the University of Cambridge logo. To the right is a search bar with a magnifying glass icon and a search button. Below the search bar are links for 'Contact us', 'A-Z', and 'Email & phone search'. The main content area has a breadcrumb trail: 'University of Cambridge > University Offices > Finance Division > UFS > Open search'. Below the breadcrumb trail is a horizontal menu with buttons for 'About', 'Supplier name', 'Supplier name kwic', 'Product', 'Search', and 'Help'. Below the menu are several horizontal lines representing search results. At the bottom left, there is copyright information: '© 1998-2014 University of Cambridge, The Old Schools, Trinity Lane, Cambridge CB2 1TN. Information provided by webmaster@admin.cam.ac.uk, 2 December 2014'. At the bottom right, there are links for 'Accessibility' and 'Privacy'.

There are different types of Search functionality available to help you locate the relevant supplier:

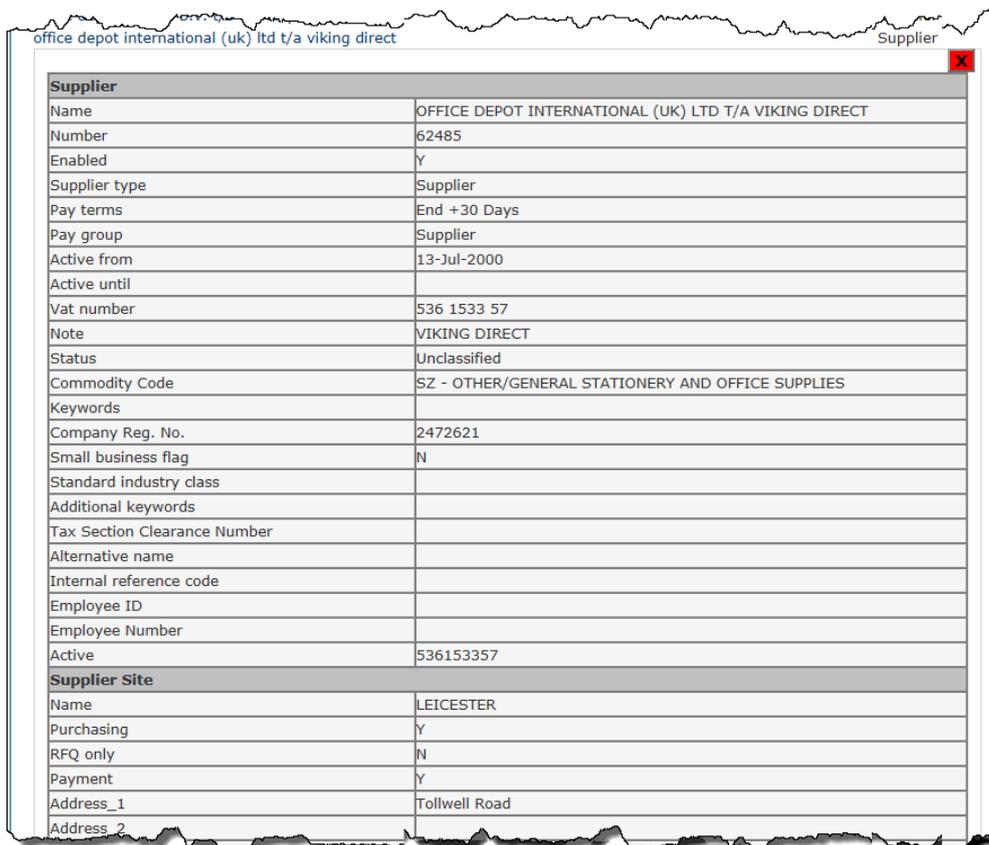
- **Supplier name** This is the quickest and easiest way.
- **Supplier name kwic** This differs from the supplier name search in that it will find the word you are typing in context, so if “office” is in the middle of a text string, all suppliers containing the word office will be returned.
- **Product Keywords**
- **General Search**

- Click on **Supplier Name** and start typing the name of the supplier you wish to find.

As you type the results will automatically filter and reduce to those that match what you are typing. The status of the supplier is displayed so you can see if it is a preferred supplier, inactive etc.



- Once you have found your supplier click on the **suppliers name** to view more information.



## Supplier Name kwic

This is useful if a supplier has a different trading name e.g. “Swagelok” is actually “London Fluid System Technologies Ltd T/A Swagelok”.

	Name	Type	Status
london fluid system technologies ltd t/a	swagelok	Supplier	Preferred
	swagelok	Supplier	Inactive
manchester fluid system technologies ltd t/a	swagelok	Supplier	Inactive

## Product Search

This search brings back all results in context for the most commonly used type of products. The search looks at keywords, commodity descriptions, notes fields etc. in the supplier record on CUFS.

Product	Matches
furniture, office, chairs, desk	1 match
table, chair, desk	1 match
mount, computer accessorie, desk	1 match
table, desk	1 match
top, desk	1 match
top, desk	1 match
top freezer, desk	1 match
top publishing dtp, desk	0 matches
deski	1 match
desking	10 matches
desking	9 matches
desking	2 matches

Click on the option that is most relevant or has the most number of matches to suppliers that can provide you with the product you are searching.

Number	Name	Type	Status	React.
286671	AFI GROUP LTD	Preferred	Preferred	X
218643	BOF GROUP LTD T/A BOF	Preferred	Preferred	
109476	BROADSTOCK OFFICE FURNITURE LTD	Preferred	Preferred	
73926	EFG OFFICE FURNITURE LTD	Preferred	Preferred	
122348	EMERGENT CROWN CONTRACT OFFICE FURNISHINGS LTD	Preferred	Preferred	
80913	GODFREY SYRETT LTD	Preferred	Preferred	
72263	GRESHAM OFFICE FURNITURE LTD	Preferred	Preferred	
61995	ROC FURNITURE LTD	Inactive	Inactive	
198555	SENATOR INTERNATIONAL LTD	Preferred	Preferred	
221729	WAGSTAFF INTERIORS GROUP	Preferred	Preferred	

To view the supplier’s details, click on the supplier’s name. The red cross to remove the detail again.

## Search

This is a more detailed search and has various options available to you. You can search by one or a combination of different fields such as supplier number, VAT or Company Registration number, 1<sup>st</sup> line of address etc.

This is an example of a search for suppliers in a particular commodity:

**Supplier Search**

Type the start of one or more of the fields and click on the Go button

Name

1st line of address

VAT/Co. registration number

Post code

Keyword

Supplier number

Commodity

Number	Name	Type	Status	Active	React.
60551	**CAMBINDERS	Supplier		Inactive	
210685	ABC CONVEYOR BELTING LTD	Supplier		Inactive	
256853	BARWELL BOOKBINDING	Supplier			
265790	CHIVERS BOOKBINDERS LTD	Supplier		Inactive	
286442	CSIE LIMITED	Supplier			
71779	F.J. BLISSETT & CO LTD	Supplier			
61951	FIBERMARK REDBRIDGE INTERNATIONAL LTD	Supplier			
259696	HART MCLEOD LTD	Supplier		Inactive	
77474	HARWELL TECHNICAL SERVICES LTD T/A HARWELL DRYING & RESTORATION SERVICES	Supplier			
231281	HELIX BINDERS LTD	Supplier		Inactive	
184314	HOMeward BOUND	Supplier		Inactive	
61353	J S WILSON & SON (BOOKBINDERS) LTD	Supplier			
295704	MASTERCUT CUTTING SYSTEMS LTD	Supplier			
296651	MOOTE POINTS INC	Supplier		Inactive	
262184	PHILLIPS FOILS LTD	Supplier			
281821	RYCO BOOK PROTECTION SERVICES LTD	Supplier			
240938	SHEPHERDS BOOKBINDERS LTD	Supplier			