

***Search Only access to
the University Supplier
Database***



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Access to the Supplier Database

There are two levels of access to the on-line supplier database.

This manual is relevant to those who are not key contacts within the Dept. and can only search the University Supplier Database. For the Key Contacts' version, please see the [full access guidance](#).

Search Only

This guide covers Search only level which is available automatically 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.

Technical guidance

- It is also recommended that the application is **not left running in the background**. This is because the new database and CUFS are constantly syncing with each other to ensure both systems are updated with relevant additions and amendments to supplier data.
- If you receive the error message seen below, please close and reopen your browser and try logging in again. You may need to clear your browser's cache if the error persists.



Error Application "111" Page "LOGIN" not found.

Contact your application administrator.

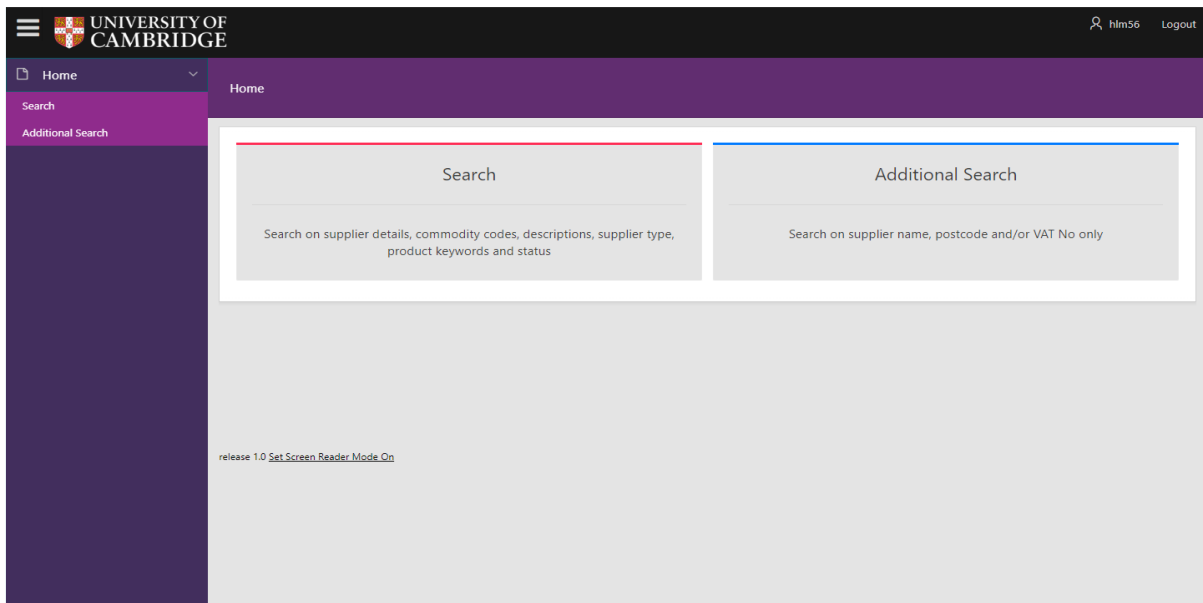
[OK](#)

Logging on and searching suppliers

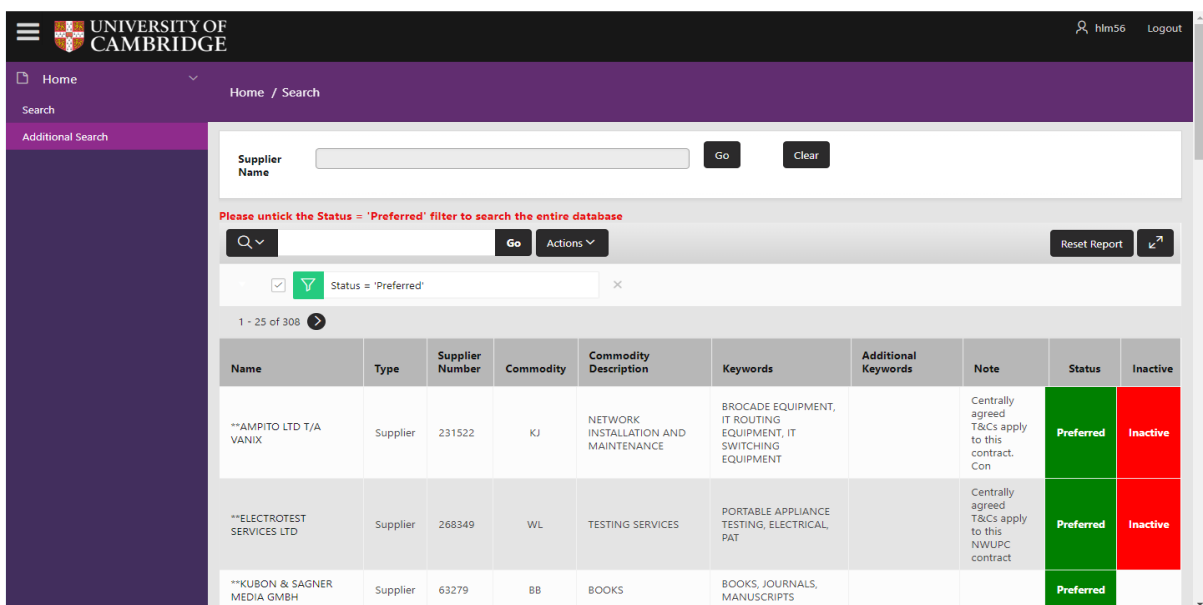
Navigate to: UFS Home Page, Suppliers then follow the link to the Supplier Database

Search

1. Log on with your **CRSID** and **Raven password**. Once you have logged on the following screen will display.



2. Click on the **Search** box to display the **Supplier Search Screen**.



- If the supplier you are looking for is not a **Preferred Supplier**, please untick the box next to the Status filter. For further information on Preferred Suppliers, access the Preferred Suppliers section on the Procurement Services website - <http://www.admin.cam.ac.uk/offices/purchasing/suppliers>

Please untick the Status = 'Preferred' filter to search the entire database

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Name	Type	Supplier Number	Commodity	Commodity Description	Keywords	Additional
**AMPITO LTD T/A VANIX	Supplier	231522	KJ	NETWORK INSTALLATION AND MAINTENANCE	BROCADE EQUIPMENT, IT ROUTING EQUIPMENT, IT SWITCHING EQUIPMENT	

- If you know the name of the supplier you can use the **Supplier Name** search field.

Tip: Use the wildcard (%) before the name to help with searching. You can search for any supplier containing the search term by inserting a % before it. Otherwise the database will only return results beginning with your search term.

- To search using other criteria you must click on the **Actions** button to reveal a dropdown menu. Then click on **Filter**. A new window will open on top of the supplier database.

Filter

Filter Type Column Row

Column Operator Expression

Name =

Cancel Apply

The Column field give you a list of different criteria you can use to search for a supplier. The Operator field allows you to refine your search (e.g. equals, is not equal to, is null, is not null).

The Expression is the search term you are going to look for within your chosen criteria.

For example, to search for a supplier with a name which contains the word "Office" we can use the following search:

Search Only access to the University Supplier Database

Filter
✕

Filter Type Column Row

Column Name	Operator contains	Expression Office
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Once you have completed the relevant search fields, click on **Apply** button to see whether there is a supplier that matches your search criteria.

- A further search tool is also available, which can be found left of the **Actions** button. To use this, enter a word in connection with the supplier you are searching for, e.g. paper and when you click **Go** to view a list of suppliers which have been attributed to the entered word.

Note that this search takes longer to complete as it is searching within all fields of the supplier records. To limit the fields it searches, click on the **magnifying glass** and select the appropriate field name from the drop down menu.

- If a supplier already exists in the database that matches your search criteria a summary of the supplier will display.

Go
Clear

Please untick the Status = 'Preferred' filter to search the entire database

Q

Go
Actions

Add New Supplier
Reset Report
↶ ↷

Status = 'Preferred'
✕

Name contains 'Office'
✕

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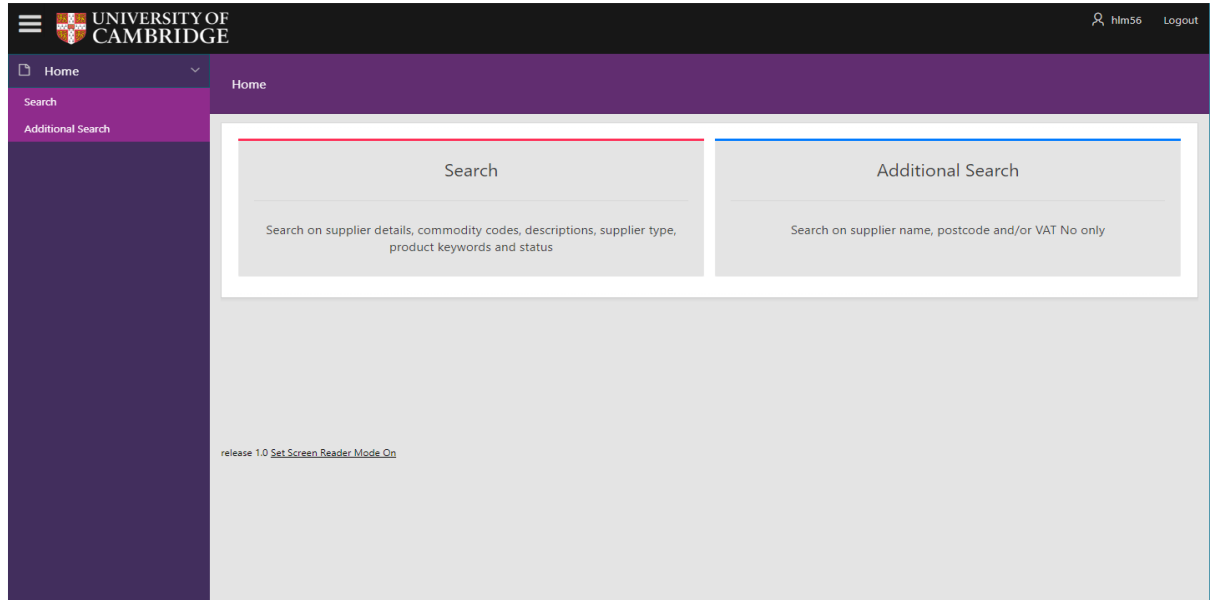
Name	Type	Supplier Number	Commodity	Commodity Description	Keywords	Additional Keywords	Note	Status	Inactive	Amendments
BROADSTOCK OFFICE FURNITURE LTD	Supplier	109476	F	Furniture, Furnishing and Textiles	OFFICE CHAIRS & DESKS, CLASSROOM & CONFERENCE FURNITURE, HEIGHT ADJUSTABLE DESKING, PEDESTALS, WOODEN & METAL STORAGE, SCREENS, CONFERENCE SEATING	filing cabinets; shelving; pigeonholes; Bar, Restaurant, Laboratory, Outdoor & Library furniture; Auditorium seating; Integrated Secure ICT desking	SUPC agreed T&Cs apply to this contract.	Preferred		
EMERGENT CROWN CONTRACT OFFICE FURNISHINGS LTD	Supplier	122348	F	Furniture, Furnishing and Textiles	OFFICE CHAIRS & DESKS, CLASSROOM & CONFERENCE FURNITURE, HEIGHT ADJUSTABLE DESKING, PEDESTALS, WOODEN & METAL STORAGE, SCREENS, CONFERENCE SEATING	filing cabinets; shelving; pigeonholes; Bar, Restaurant, Laboratory, Outdoor & Library furniture; Auditorium seating; Integrated Secure ICT desking	Centrally agreed T&Cs apply to this contract.	Preferred		
GRESHAM OFFICE FURNITURE LTD	Supplier	72263	F	Furniture, Furnishing and Textiles	OFFICE CHAIRS & DESKS, CLASSROOM & CONFERENCE FURNITURE, HEIGHT ADJUSTABLE DESKING, PEDESTALS, WOODEN & METAL STORAGE, SCREENS, RESIDENTIAL	filing cabinets; shelving; pigeonholes; Bar, Restaurant, Laboratory, Outdoor & Library furniture; Auditorium seating; Integrated Secure ICT desking	Centrally agreed T&Cs apply to this NEUPC contract.	Preferred		
OFFICE DEPOT UK				OTHER/GENERAL	printer cartridges, ink cartridges, toner, printer ribbons, fax, facsimile equipment,	pads, files, indexes, cards, inks, adhesives, pins, tags, dividers,	Agreed T&Cs apply to this	Preferred		Amendment in

- If your supplier:
 - is on the list and **does not** show as Inactive or Deactivated no further action is required as the supplier is already set up to use.
 - is showing as **Inactive** or **Deactivated** or is not showing on the full list at all refer to the section '**Requesting a new supplier, amendment or reactivation**'.

Additional Search

If you wish to search by Postcode you can use the Additional Search function.

1. From the home screen select the Additional Search button



2. A page will appear with three search fields (Name, Postcode and VAT Registration Number). Fill in the details for your search and click **Go**.

Additional Search

Name ? Clear Form

Postcode

VAT/Co. Registration Number ? Go

3. A list of suppliers matching your search criteria will display.

Home / Additional Search / Suppliers List

Search: Go Actions New Search Add New Supplier Reset Report

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Name	Type	Supplier Number	Status	Inactive	Am
**HEDGES*PETER*	Individual	339468		Inactive	
**SCOTT, BEATA	Supplier	190026		Inactive	
ADRIAN, Mr WARD	Individual	9001534	New		
ALLEN, THE EXECUTORS OF MRS J M	Individual	352502		Inactive	
ALSTOM POWER LTD	Supplier	179213		Inactive	
ARTHOLD, SUSANNE	Individual	297799		Inactive	
ASHTON, KCJ	Individual	299276		Inactive	

Requesting a new supplier, amendment or reactivation

Only a departmental Key Contact or authorised member of staff can request new suppliers or changes to existing ones through the system.

If you have a request for an addition or amendment to the Supplier Database, please speak to the relevant contact within your department and provide as much information as you can about the company, this will include the type of business, their registration number VAT status and addresses, and may also require any alternative suppliers you have approached for the goods/services they offer and whether they are compliant with the Modern Slavery act.

The time taken to load a new supplier on the database will vary depending on the supplier and the relevant checks that need to be made. If there is a delay, Procurement Services will advise your nominated contact via e-mail.

Checks carried out on suppliers include:

- Verifying the correct addresses are being used
- A credit check to show that the supplier is still trading without any issues
- Checking that the VAT and Company registration no are correct

Note that the supplier information will only be available in CUFS once the information has been authorised by:

- **Procurement Services** for suppliers
- **Tax Office** for individuals
- **Accounts Payable** for employees