Searching the Supplier Database

In order for a purchase order to be raised and for a supplier to be paid, the supplier must be loaded on the University Supplier Database.

There are two levels of access, **Search Only** and **Full Access**. This guidance is relevant to those who are **not** key contacts within the department, and can therefore only **search** the University Supplier Database. (For the Key Contacts' version, please see the full access guidance.)

Search Only

- You will need to be a CUFS user.
- You will need a raven ID and password.
- Enables you to find current University suppliers.
- You can search in a number of different ways.
- The system prompts you with preferred supplier details. (Preferred suppliers are suppliers that have been approved by Procurement Services and agreed to the University terms and conditions).
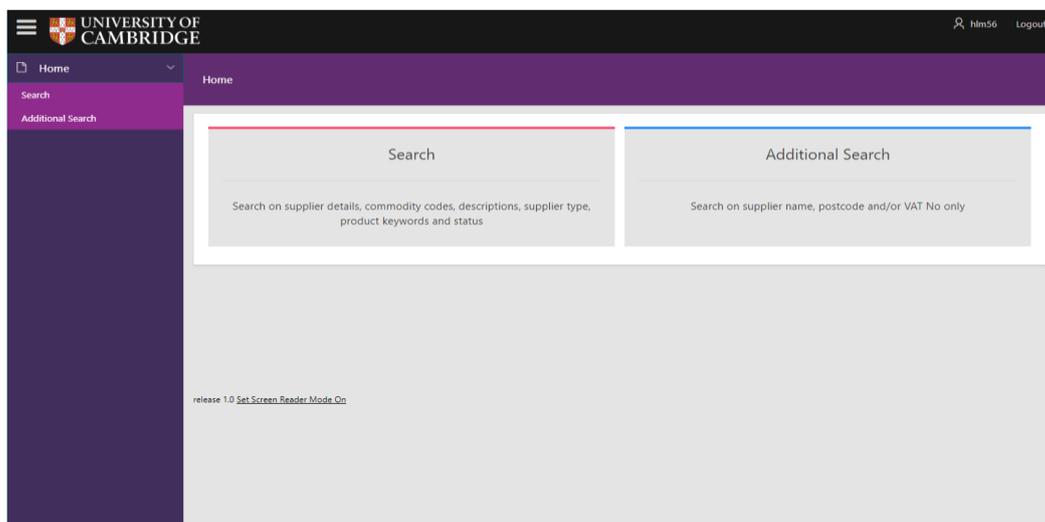
Amend, reactivate and request new supplier

This can only be actioned by the department key contact. Please email your key contact with the required information/documents.
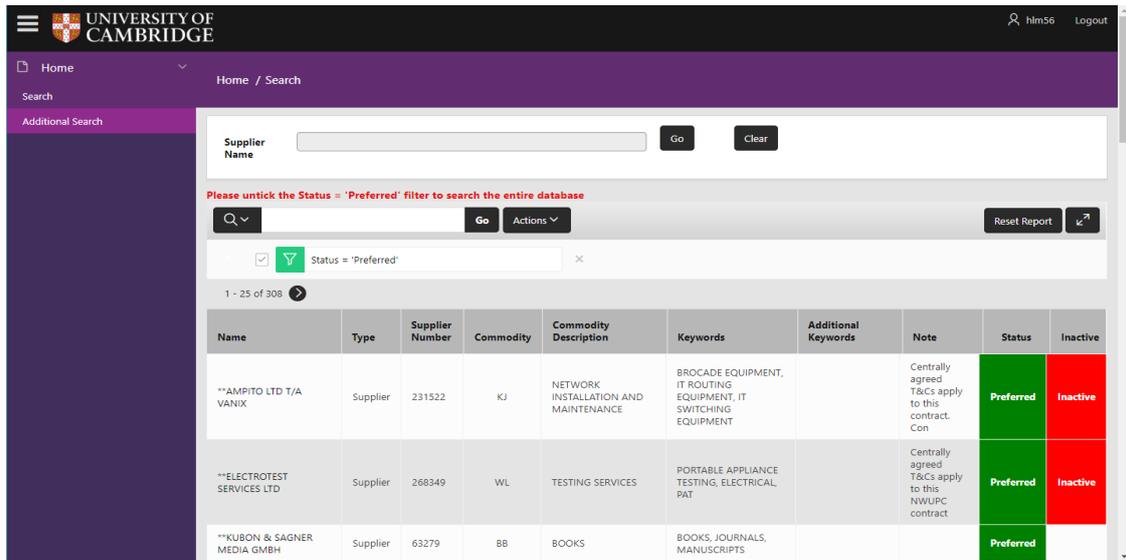
Accessing the Supplier Database

Navigate to **Finance Division > Staff & Department Services > Supplier Set Up**

1. Log on with your **CRSID** and **Raven password**. The following screen displays:
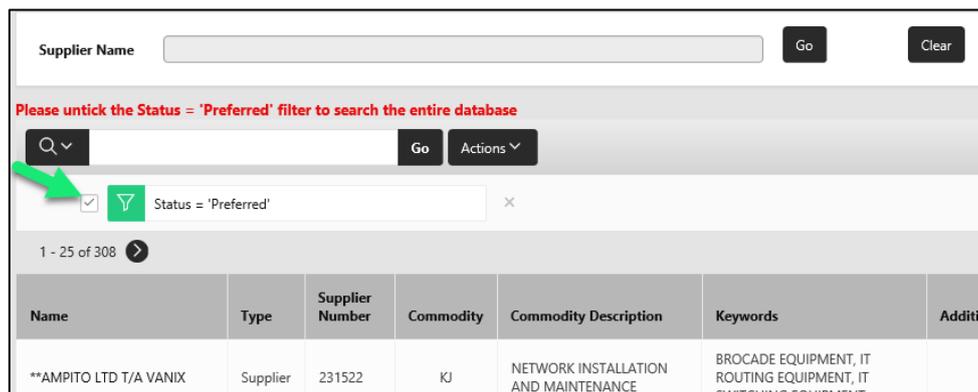

Select **Search**.

2. The **Supplier Search** screen displays:

NB: 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

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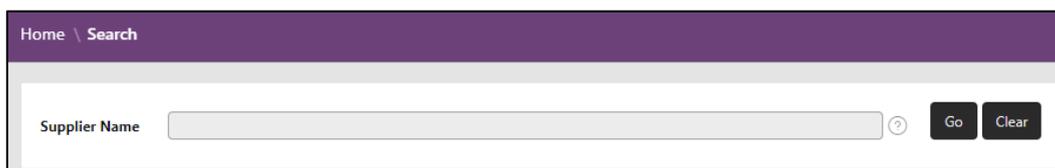

Tip: Use the wildcard (%) before the name to help with searching. You can search for any supplier **containing** the search term by inserting a **%** before it. Otherwise the database will only return results **beginning** with your search term.

4. To search using other criteria you must click on the **Actions** button to reveal a dropdown menu.


Then click on **Filter**. A new window opens on top of the supplier database.
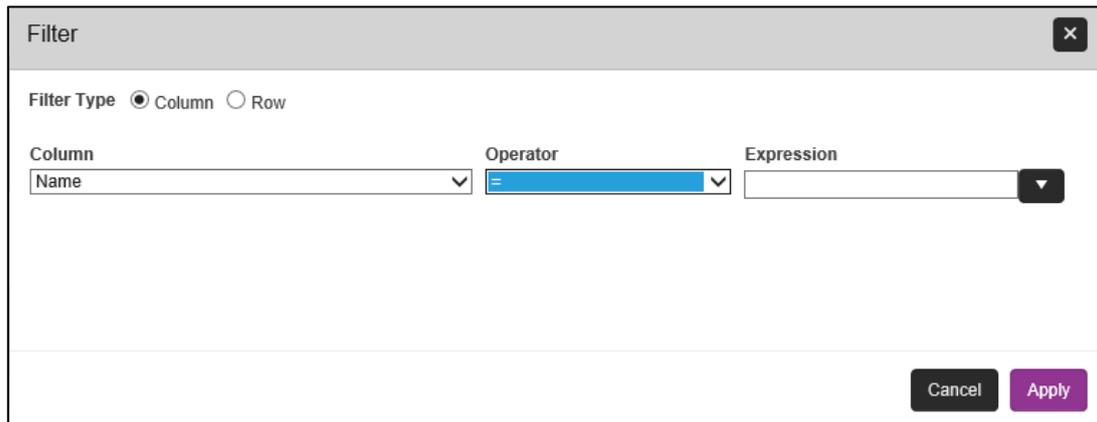
The **Column** field returns a list of different criteria you can use to search for a supplier. The **Operator** field allows you to refine your search (e.g. equals, is not equal to, is null, is not null). The **Expression** is the search term you are going to look for within your chosen criteria.

For example, to search for a supplier with a name which contains the word **Office,** try the following search:
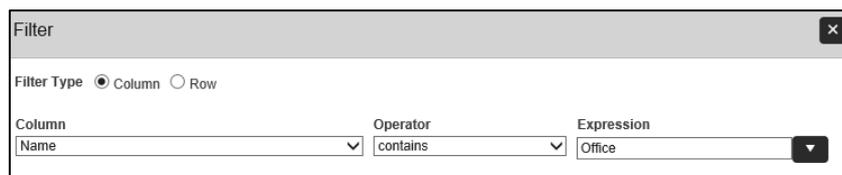
Once the relevant search fields are completed, select **Apply** to see whether there is a supplier that matches your search criteria.

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

NB: 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.

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

7. 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, you will need to email your Key Contact and request a new supplier, amendment or reactivation. Please refer to the list of documents required in order to facilitate the process