

# Step-by-Step Guide

## Browsing Suppliers (Vendors)

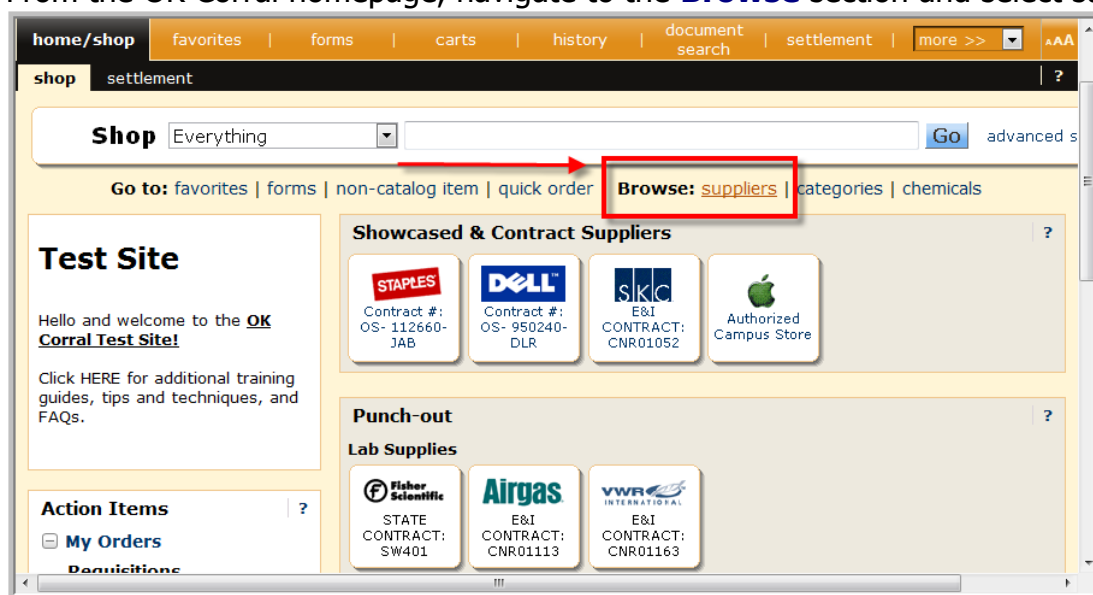


### In This Guide

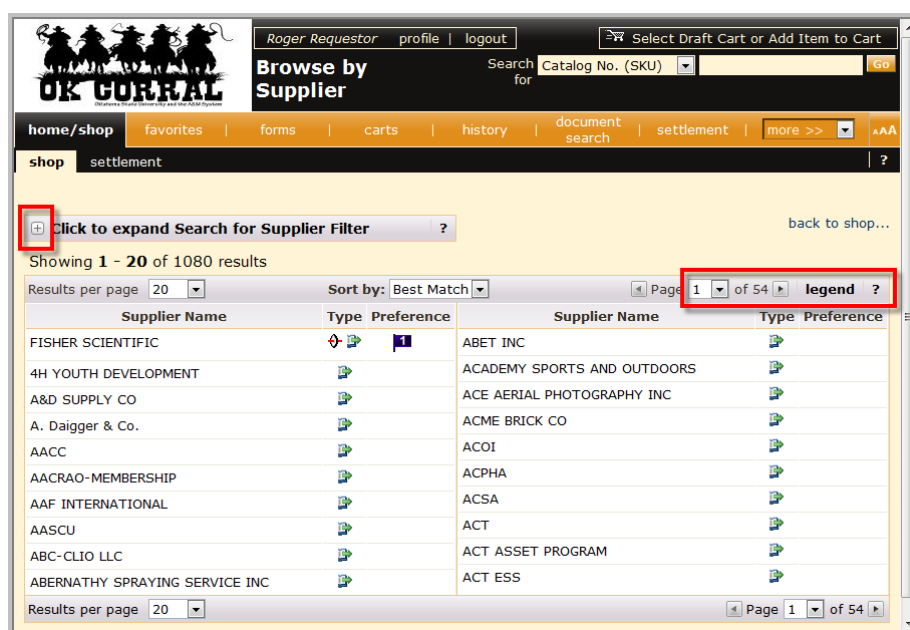
This guide demonstrates how to browse/search for supplier information. For example: Supplier name, address and contract details.

### Procedure

1. From the OK Corral homepage, navigate to the **Browse** section and select suppliers.



2. By default, all suppliers display. Suppliers are listed in alphabetical order with preference suppliers displaying first.
3. To search for a specific supplier click the **(+)** to the left of the **Click to expand Search for Supplier Filter** link.



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4. To view all suppliers, click the **Search** button.

-- OR --

5. To search by supplier name or supplier information, enter the appropriate information in the **Supplier Name** field.

The supplier search allows for a "contains" name search. For example, if a supplier search is performed on "Grainger," ► "WW Grainger, Inc." will be returned in the results.

The following fields are considered within the search:

- Supplier Name
- Supplier defined Alias
- Supplier Number
- SciQuest ID
- Third Party Reference Number
- Commodity Code

6. To filter your search by supplier type, select the desired value from the **Show Types** drop down list.

7. Click the **Search** button. The search results display.

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8. Select the supplier from the **Supplier Search** results by selecting the **Supplier Name**. The supplier's address and contact information displays.
9. Click the **Close** button to close the **Supplier Info** page.

**Supplier Info**

**Supplier**

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*You have successfully browsed supplier information.*