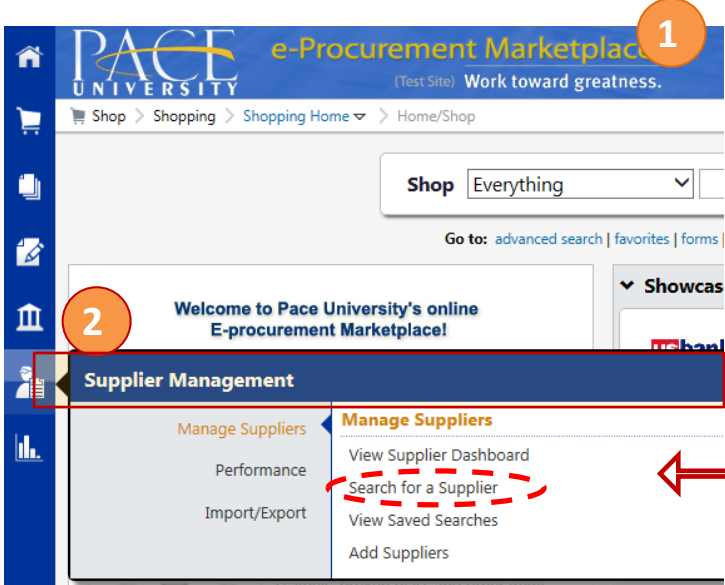


# Search for an Invited or Existing Supplier/Vendor

Total Supplier Manager (TSM) provides the ability to easily search for an invited or existing vendor. TSM provides a **Simple Search** or an **Advanced Search** functionality.

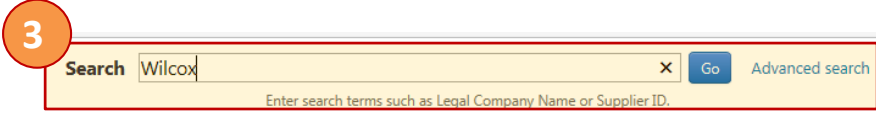
## Access E-Procurement/ SciQuest (step 1 to 2)



1. Access the E-Procurement/ SciQuest link from the **MyPace** portal **Staff** or **Faculty** tab -> Employee Self-Service section.
2. From the left navigation menu, click the **Supplier** icon to open the **Search for a Supplier** link.

Click the **Search for a Supplier** link.

## Find and View Vendor Details (steps 3 to 5)



- By default, the Search page opens in the **Simple Search** option; however, the **Advance Search** option link is accessible right of the **Go** button.
3. From the **Simple Search** option, enter the vendor's name and click the **Go** button. The search functionality is not case sensitive and finds results that contains the words entered.
  4. The Search results will display all possible matches – click the desired vendor's name to open the **Supplier 360** view.
  5. The **Supplier 360** view displays the Registration Status as well as provides detailed workflow steps regarding the vendor onboarding process.

