Supplier Search in eProcurement Quick Guide

1. Once you are logged into eProcurement, click on the supplier icon on the left navigation bar.

2. Search for the supplier by supplier name or supplier ID.
   a. **NOTE:** If searching by Supplier ID, you must include the leading zeros to yield a result.

3. The results for your search will be displayed.
   a. The green check mark indicates a supplier is active and available for use.
   b. The red X indicates a supplier exists within eProcurement but is currently inactive. Please email vendors@utdallas.edu for further information regarding the reason for inactivation.
   c. **NOTE:** If a supplier number is not present, the supplier does not have a profile in PeopleSoft and an invitation will need to be sent to the supplier for setup.