Searching for Suppliers in BUY.IU

Always search for a supplier prior to initiating an order in BUY.IU. If the supplier you need does not return in the search, or is not complete, use the appropriate supplier request form to request their invitation to complete the onboarding process.

This document outlines how to search for suppliers in BUY.IU. Review the How to Read a Supplier Record document to learn more about the information contained in the supplier record.

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Basic Search

The basic search functionality allows you to search for a supplier based on their name, number, or a keyword. Access the search by navigating to the Supplier module in the left-hand menu.

Perform a simple search by typing the supplier’s name in the search box. Click **Search for a Supplier** for advanced search options. [Click here to review advanced search options](#).

No wildcards are required when searching, simply enter the supplier’s name, or part of their name, and search. You may also search using their supplier number.
The results page states the registration status and type of each supplier. Suppliers with a green checkmark are active while suppliers with a red x are inactive. Click on the supplier name to review supplier details.

**Advanced Search**

The advanced supplier search allows you to search for suppliers by name, keyword, registration status, and more.

Access the advanced search by navigating to the **Supplier** module in the left-hand menu, then click **Search for a Supplier**.
On the next page, click **Advanced Search**.

A variety of new search options become available. Enter a supplier name in the Supplier search field, then use the options available below to narrow your search. The subsections of **Compliance**, **2nd Tier Reporting**, and **Status Flags** are for use by Purchasing.

In any of the sections below, click the magnifying glass icon to review search options for that field.

**Relationship**

This parameter refers to whether a supplier is In- or Out-of-Network. An In-Network supplier is affiliated with IU in some way. This could mean they have completed the Jaggaer registration process or were converted to BUY.IU from the previous system purchasing system. Out-of-Network suppliers are a part of the Jaggaer Network but have **not** registered with IU.

When searching for a supplier, select **All** from the Relationship drop-down menu returns both In- and Out-of-Network results.

Out-of-Network suppliers must complete IU’s supplier registration before they can be used. These suppliers are invited to onboard using a Supplier Edit Request form. Review the **Supplier Edit Request form** guide to learn how to submit this type of request.
In-Network suppliers are listed with a 🌐 symbol to the left of their name while Out-of-Network suppliers have an ✗.

Registration Information
Click **Registration Information** to access a search field which returns suppliers who are approved.
Enter “Approved” in the **Registration Status** search field to return suppliers who have completed the onboarding process. In the example below, we are searching for suppliers which have the word “printing” in their name and have a registration status of approved.
Products/Services

The Products/Services section allows you to search for suppliers by country of origin, commodity code, or keyword. Keywords are entered by suppliers during the onboarding process, and are vetted by Purchasing staff.

The search below will return suppliers who have listed “printing” as a keyword on their supplier record.

Pair this with our previous search to return approved suppliers associated with printing activities.
Company Classification

Company Classification allows you to search for different types of suppliers, such as small businesses, minority-owned businesses, and more. Click the magnifying glass to view all possible search options.
Save a Supplier Search

Just like the traditional document search in BUY.IU, you can save supplier searches for future use. In this example, we’ve performed a search which returns small businesses with a registration status of approved.

Click **Save New Search** to save this search for use in the future.

A new window opens. Enter a name for the search in the **Nickname** field and click **Add Description** to add additional details. These details are available when you’re locating the saved search in the future.
Next, select a folder to save the search to. Click **Add New** to create a new personal or shared folder. Personal folders are only visible to you; shared folders can be shared with your department or individual users.

Once you’ve selected the destination folder, click **Save**.

BUY.IU confirms that your search was saved.
Access your saved searches by navigating to **View Saved Searches**, located in the **Supplier module**.

Click the **folder name**, then the **name of the report** to run the most recent version of that search.