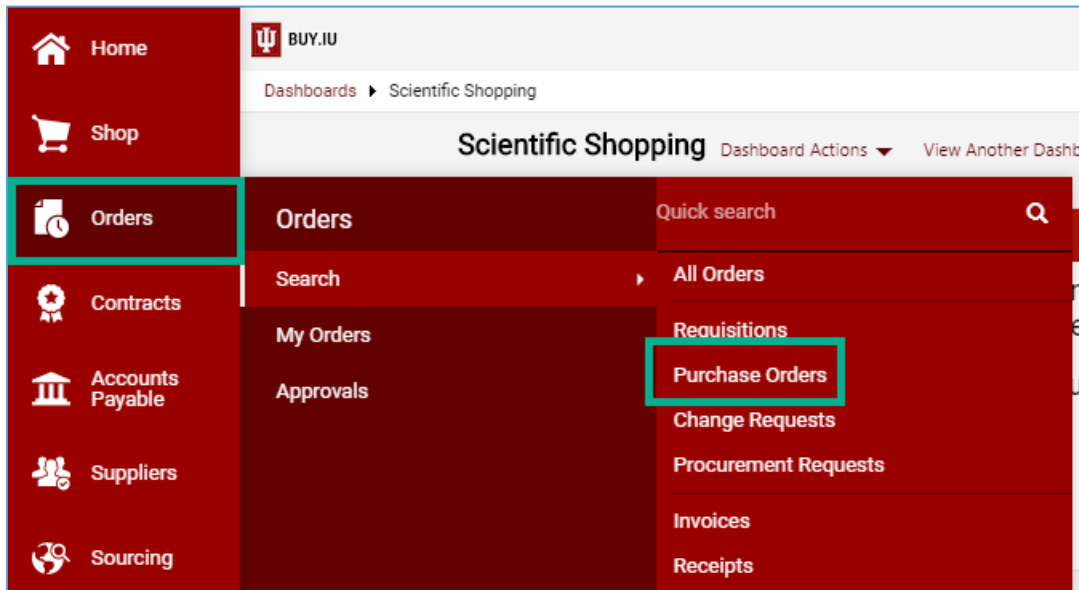


Locate Documents Involving Inactive Suppliers

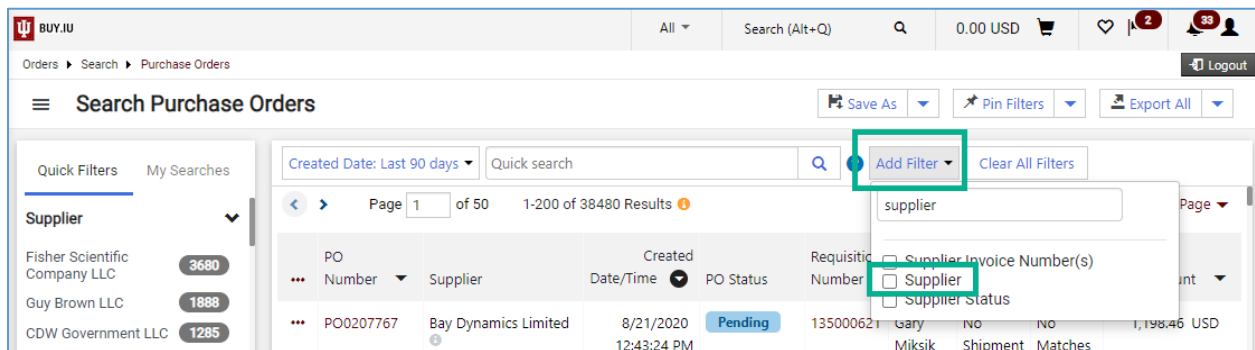
The Master Data Management (MDM) team inactivates supplier records that should no longer be used. Inactivating a supplier record does not invalidate existing purchase orders (POs) or invoices. However, the search function in BUY.IU only returns documents involving active supplier records.

This document describes how to search for documents involving inactive supplier records to ensure all open or pending documents associated with a supplier are returned. This is particularly helpful when working with large suppliers such as IU Health, Anthem, etc.

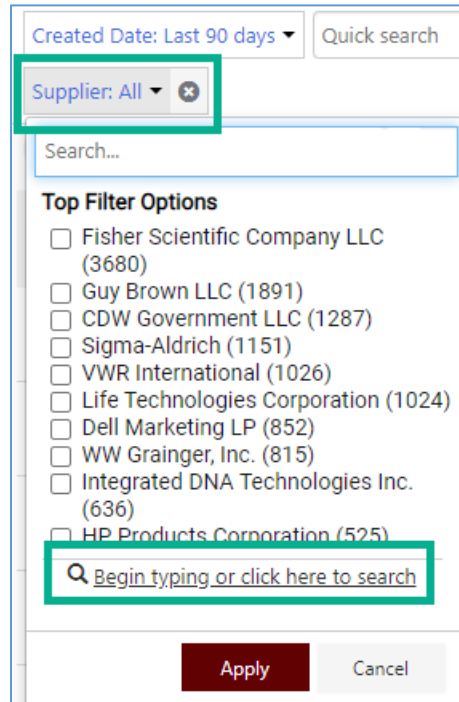
In the example below, we want to see all purchase orders associated with IU Health created in the past 90 days. To start, we will open the **Orders Module** and select **Purchase Orders** from the Search options.



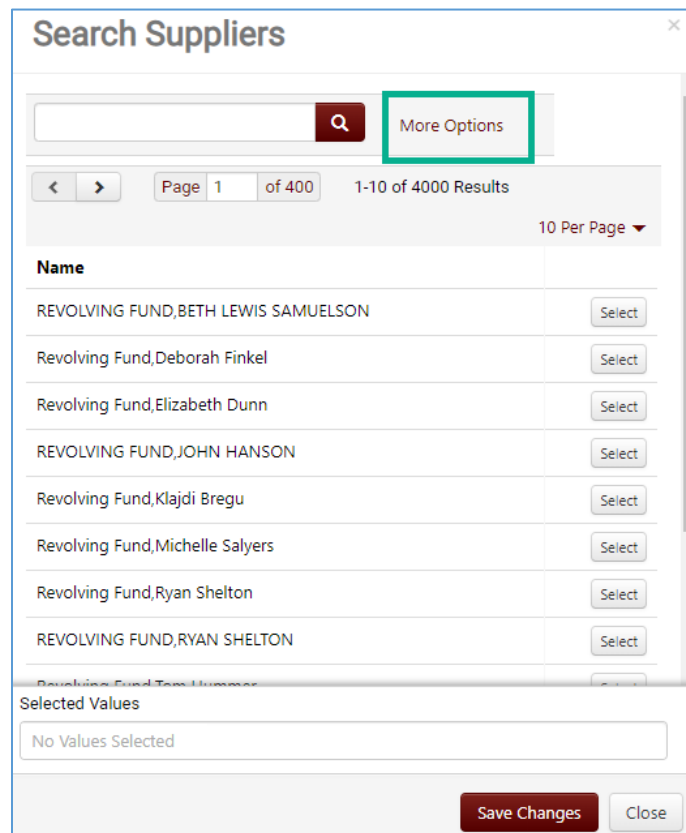
The search window opens. Click **Add Filter** and search for **Supplier**. Check the box next to **Supplier** to add the filter.



To include inactive suppliers in your search results, click the drop-down arrow in the **Supplier filter** and select **Begin typing** or [click here to search](#).



A new window opens. Click **More Options**.



Type the supplier name in the **Supplier** field. In this case, "IU Health." From the Shopping/AP Status drop-down, select **All**. Click **Search** to return results.

Search Suppliers

Supplier: IU Health Hide Options

Shopping/AP Status: All (dropdown menu open showing All, Active, Inactive)

Supplier names followed by the text (inactive) have been deactivated by the MDM team. Click **Select** next to the supplier record(s) you wish to use. Click **Save Changes** when finished.

Search Suppliers

Supplier: IU Health Hide Options

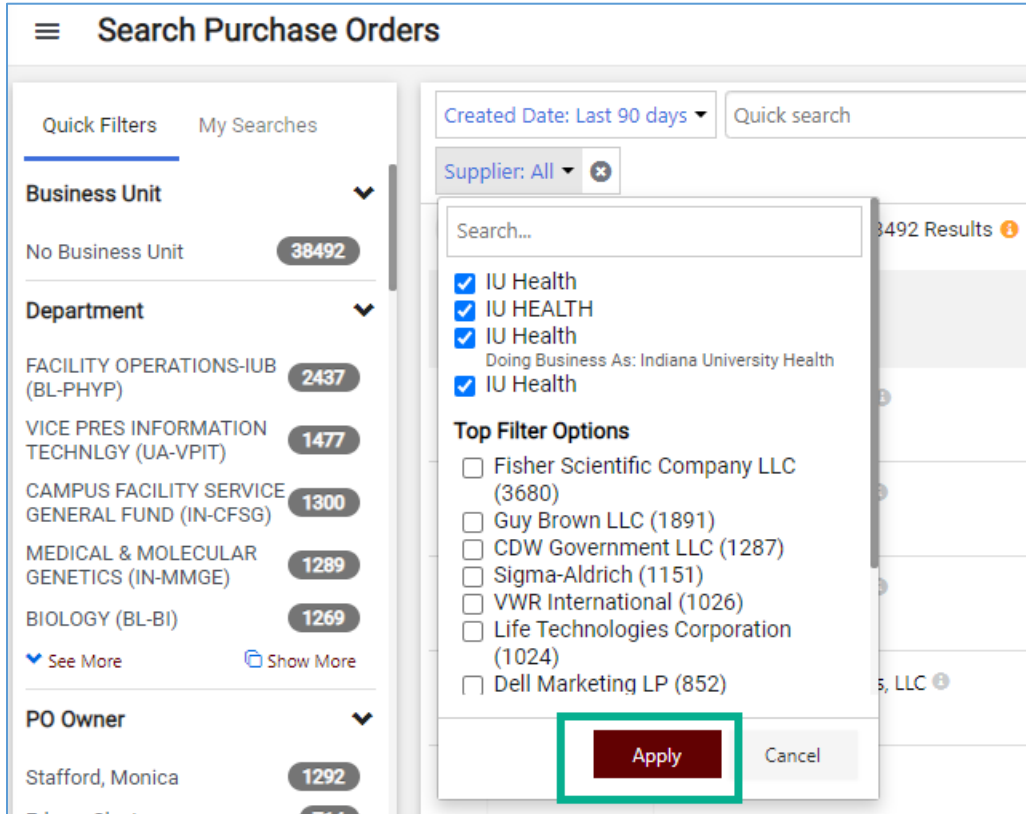
Shopping/AP Status: All

Page 1 of 4 1-10 of 34 Results 10 Per Page

Name	
IU Health (inactive)	<input type="button" value="Select"/>
IU HEALTH (inactive)	<input type="button" value="Select"/>
IU Health (inactive)	<input type="button" value="Select"/>
IU Health (inactive)	<input type="button" value="Select"/>
IU Health 3D Innovations Lab (inactive)	<input type="button" value="Select"/>
IU Health 3D Innovations Lab (inactive)	<input type="button" value="Select"/>
IU Health Academic Health C (inactive)	<input type="button" value="Select"/>

Selected Values: No Values Selected

Back on the main search screen, click **Apply** to apply the filter.



View the [Save and Manage Searches](#) document for instructions on saving this search for future use.