I. Navigate to the Procurement Module

1. You can access Procurement in two ways:
   a. (Option 1) Click the Navigator icon in upper left-hand corner of the Ignite landing page.
   
   ![Ignite Landing Page with Navigator Icon](image)

   b. Under the Procurement section, click the drop-down arrow, and select Purchase Requisitions.

   ![Procurement Section with Drop-Down Arrow](image)

   c. (Option 2) On the Ignite home page ribbon, click on the Procurement heading, then click on the Purchase Requisitions tile.

   ![Ignite Home Page Ribbon with Procurement Tile](image)

   1. Note: depending on your personal user access, you may need to use the right arrow on the home page ribbon to scroll to the right until Procurement appears.
2. Searching for a Supplier

1. From the **Requisition** page on one of the Non-Catalog categories, either Goods or Services.

![Requisitions](image)

a. The search will be done in the same manner regardless of whether it is a Goods or Service.

2. On the next screen, click on the **Search Icon** of the **Supplier field**.

![Search Icon](image)

3. A pop up window will appear where you can search for the supplier needed. Enter at least one value in one of the three available fields, then click **Search**.

![Pop up window](image)

a. NOTE: If the search results did not produce the supplier you are looking for, click on the **Advanced** button. This allows you to narrow your search fields by using tips such as: “Starts with”, “Contains”, “Equals”, etc.

4. Record the Supplier Name and Supplier Number for your records, then select **Cancel** on the supplier search pop up window, then click **Done** on the requisition page to exit.