

P2P: Identifying a Supplier

This job aid details how to use the Requisition module to find a supplier in Ignite.

I. Navigate to the Procurement Module

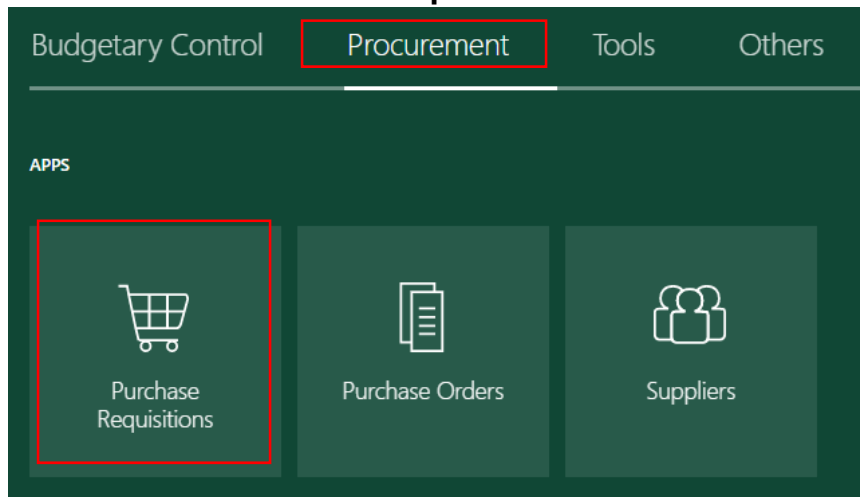
- I. You can access **Procurement** in two ways:
 - a. (Option 1) Click the **Navigator icon** in upper left-hand corner of the Ignite landing page.



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



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



- I. 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.

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2. Searching for a Supplier

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

The screenshot shows the 'Requisitions' page. At the top, there is a search bar with the text 'Search' and a magnifying glass icon. Below the search bar, there are five category icons: 1. Marketplace (storefront icon), 2. Goods - Non-Catalog (box icon), 3. Services - Non-Catalog (handshake icon), 4. Payment Request (document icon), and 5. Goods - After the Fact (prohibited sign icon). The 'Goods - Non-Catalog' and 'Services - Non-Catalog' categories are highlighted with a red box.

- 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.

The screenshot shows the 'Create Request: 2. Goods - Non Catalog Request' form. It includes fields for 'Line Type' (Goods), 'Item Description', 'Category Name', 'Agreement', 'Supplier', and 'Supplier Site'. The 'Supplier' field has a search icon and is highlighted with a red box. There are also buttons for 'Add to Shopping List', 'Add to Cart', and 'Done'.

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**.

The screenshot shows the 'Search and Select: Supplier' pop-up window. It has a search bar and three input fields: '** Supplier', '** Supplier Number', and '** Alternate Name'. There is an 'Advanced' button and a note: '** At least one is required'. Below the search bar, there are 'Search' and 'Reset' buttons. At the bottom, there is a table with columns: 'Supplier Number', 'Supplier', 'D-U-N-S Number', and 'Alternate Name'. The table currently shows 'No rows to display'. There are 'OK' and 'Cancel' buttons at the bottom right.

- 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.