Searching for a Supplier in Oracle

There are several options for searching for a supplier in Oracle. Please take a moment to search using the following approaches:

We recommend that unless you know the exact supplier name as it was entered in Oracle you complete the search by using the “wildcard search” approach. This allows a department to search by pieces of the vendor name and may capture a broader view of the supply base.

**Search By Supplier Name**

You can search for a supplier by searching under the vendors name in the initial search screen.

Below we will search for the supplier **WW Grainger**, supplier #9335.

1. Supply Base → Inquiry

2. Hit “GO”.

3. Search will provide a list of results

4. Click on the Update icon on the far right to view the supplier record you wish to view.
Search By Supplier Number

Below we will search for the supplier **WW Grainger**, supplier #9335.

1. Supply Base → Inquiry
2. Enter the supplier number in the search field.
3. Hit “GO”
4. Search will take you directly to the supplier record.

Search by an alternate Supplier Name

Often vendors have a legal name that is different than their name we may be using. If this alternate name was provided to the University name we will enter it in the Alternate Name field. This is often known as the DBA field (DBA – Doing Business As). It is possible to search for a supplier by their DBA in Oracle (once again if this name was provided to the University previously).

Below we will search for Hampton Inn – North Shore.
A previous search found nothing under “Hampton Inn North Shore”.

1. Supply Base → Inquiry
2. Click on the “Show More Options” link.
3. Enter the Supplier name in the alternate name field. Using the “wildcard search” approach.
4. Hit “GO”
5. Search will provide a list of results.

6. Click on the Update icon on the far right to view the supplier record you wish to view. Verify that this is the supplier you want by checking the address in the supplier record.

If you have any questions on whether the selected vendor is the correct one please contact OBO or request a supplier form from the vendor.