

Miami-Dade County

Searching for Suppliers Job Aid



SEARCHING FOR SUPPLIERS

1. Navigate to the **Review Suppliers** page.

		2			NavBar: Navi	NavBar: Navigator			
Finance / Supply Chain (FSCM)	ļ			Supplier Administ	ration		Add/Undate		
Supplier Admin Configuration	~	Supplier Information				\odot			
lanage Invitations	~	Enter any information you have	e and click Search. Lea	Recent Places	Supplier				
lanage Registrations	~	Find an Existing Value	Keyword Search	Add a New Value			Review Suppliers		
lanage User Accounts	~	Search Criteria				My Favorites	Supplier User		
Aaintain Suppliers	^	SetID	= •	Q			Define Supplier User		
Convert Bidder to Supplier		Supplier ID	begins with 🗸			Navigator	Supplier Name History		
Aaintain Supplier		Persistence	= ~		~				
Supplier User Management		Short Supplier Name	begins with 🖌	٩			Supplier Name History Inquiry		

2. Enter the following information: SetID, Name, ID Type. Select Search.

< andor Lookup		Review Suppli	ers	A Q	? :
Review Suppliers		3		New Window Help	Personalize Page +
*SetID	MDC Q		Supplier ID	Q	
Name	Contains 🗸	IDIO)	Short Name	Equal to 🗸	
Withholding Name	Equal to 🗸		Classification	~	
Supplier Status	~		Туре	×	
All Names	~		Persistence	~	
Sanctions Status	~				
Address	Equal to 🗸		City		
Customer Number			Country	Q	
ID Type	Tax Identification Number		State	Q	
VAT Registration ID			Postal		
Withholding Tax ID			Bank Account #		
Max Rows	300		Search	Clear	Add S



3. Search results will populate based on the fields you entered in the previous step.

<a>A and or Loo	kup				Review Supp	oliers		1	N Q I	2 : men
	Customer I	Number				Cc	ountry Q			
		ID Type Tax I	dentification Number				State Q			
	VAT Registration ID					1	Postal			
Withholding Tax ID						Bank Acco	ount#			
	Max	x Rows 30	00			Sea	rch	Clea	ar	Add S
Search Resul	mation	<u>A</u> dditional Suppl	lier Info Audit Information	1				14 4	1-10 of 171	• • •
Actions	SetID	Supplier ID	Supplier Name	DBA Name	Short Name	Address	City	State	Country	Effective
Actions	MDC	000000081	STUDIO TOMAS SARACENO GMBH		STUDIO TOM-001	HAUPSTRASSE 11-12	BERLIN		DEU	Active
▼ Actions	MDC	000000081	STUDIO TOMAS SARACENO GMBH		STUDIO TOM-001	HAUPTSTRASSE 11-12	BERLIN		DEU	Active
▼ Actions	MDC	0000000100	DIOLINK INC		IDIOLINK I- 001	GOJINSHA TOKYO- NAGATACHO BLDG 3F	CHIYODA-KU TOKYO		JPN	Active
▼ Actions	MDC	0000000118	PAUL COCKSEDGE STUDIO LTD		PAUL COCKS- 001	2A BRENTHOUSE RD	LONDON		GBR	Active
▼ Actions	MDC	0000000239	RADIO TECHNOLOGY INC		RADIO TECH-001	P.O. BOX 13046	FORT PIERCE	FL	USA	Active
			RVUIU		PADIO	1				