Supplier Search

Suppliers must be setup prior to submitting a cart or requisition. Please ensure you allow sufficient time for supplier onboarding to occur. This applies to all order types, including forms. To register a new supplier, please see New Supplier Invite.

1. Login to BennyBuy using your ONID ID and password.
2. From the BennyBuy home page, click on the Suppliers tab located on the menu along the left hand side of the screen. Under the Suppliers tab, go to Manage Suppliers and select Search for a Supplier.

3. You will be directed to the Simple Search screen. Search by the supplier’s name or supplier ID and click Go.
4. You can also choose Advanced Search to filter results by several criteria, including, but not limited to: Supplier Relationship, Supplier Type, Supplier Class, Shopping/AP Status, Country of Origin, Registration Information, 2\textsuperscript{nd} Tier Reporting, and Status Flags. Once the known fields are entered, click Search.
5. Suppliers matching your search criteria will appear. Active Suppliers are indicated by a **Green “checkmark” ✓** and inactive suppliers are indicated by a **Red “x-mark” ✗**.

6. To further refine your search results, use the **Refine Supplier Search** located on the left hand side of the screen.

7. If your supplier does not appear within the search results, you need to follow the **New Supplier Invite** tip sheet for instructions.