How To Look Up A Supplier “Using Add/Update Requisitions”

The purpose of this procedure is to provide instructions for CFS users who need to look up vendors using “Add/Update Requisition” process.

Log onto CFS
• Click on “Main Menu”
  o Click on Purchasing
Click on “Add/Update Requisitions”

Click “Add”
Requisitions

Find an Existing Value | Add a New Value

Business Unit: SACST
Requisition ID: NEXT

Add

Find an Existing Value | Add a New Value

Click “Requisition Defaults”
Click “Look Up Supplier”
Select by “Supplier ID” or “Short Supplier Name”
Enter “Supplier Name” or “Supplier ID” and click “Look up”.
If supplier is in CFS database the supplier name will show at bottom of screen.

<table>
<thead>
<tr>
<th>SetID</th>
<th>SACST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier ID</td>
<td>begins with</td>
</tr>
<tr>
<td>Short Supplier Name</td>
<td>contains</td>
</tr>
</tbody>
</table>

- **Look Up**
- **Clear**
- **Cancel**
- **Basic Lookup**

**Search Results**

<table>
<thead>
<tr>
<th>Supplier ID</th>
<th>Short Supplier Name</th>
<th>Supplier Name</th>
<th>Additional Name</th>
<th>Our Customer Number</th>
<th>Old Supplier ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000053474</td>
<td>MMG TECHNO-001</td>
<td>MMG TECHNOLOGY GROUP INC</td>
<td>(blank)</td>
<td>(blank)</td>
<td>(blank)</td>
</tr>
</tbody>
</table>