Step-by-Step Guide
Search for Suppliers

In This Guide

✓ Searching for a supplier from the
  **Browse:Supplier** link

Procedure

1. Click on the **Browse: suppliers** link under the Shop section (shown below).

![Browse suppliers](image)

2. The first page of suppliers will be available on the screen. Let’s breakdown the areas of the browse suppliers screen.

![Browse suppliers screen](image)

a. Advanced search capabilities
b. Search results will indicate the **Type** (purchase method)
   i. - Hosted catalog supplier
   ii. - Punchout supplier
   iii. - Non-catalog supplier
c. Search results will indicate the Preference
   i. - Preferred supplier
   ii. - Science catalog supplier
   iii. - Catalog 5000

3. To search for a specific supplier, click on **Click to expand Search for Supplier Filter**.
4. Enter the Supplier name to begin the search.

5. Note: You can refine the search by **Supplier Type**, if you wish.

6. Search results will be displayed based on your criteria. Click on the Type button on the supplier line you wish to purchase item(s).

7. You will be taken to the proper form / catalog within WayneBuy to complete your purchase. In this example, our non-catalog item has Fisher Bioservices, Inc. supplier information already filled in and we are ready to fill in the non-catalog item information.

   **You have successfully searched for a supplier.**