

Step-by-Step Guide

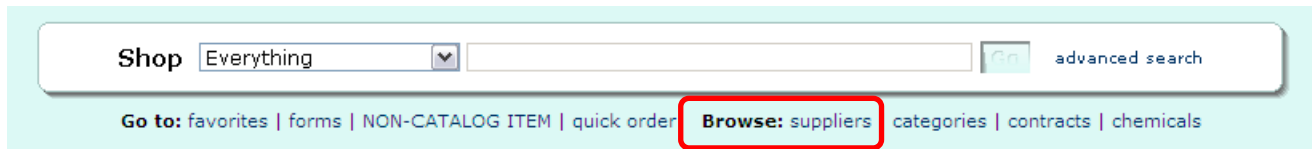
Search for Suppliers

In This Guide

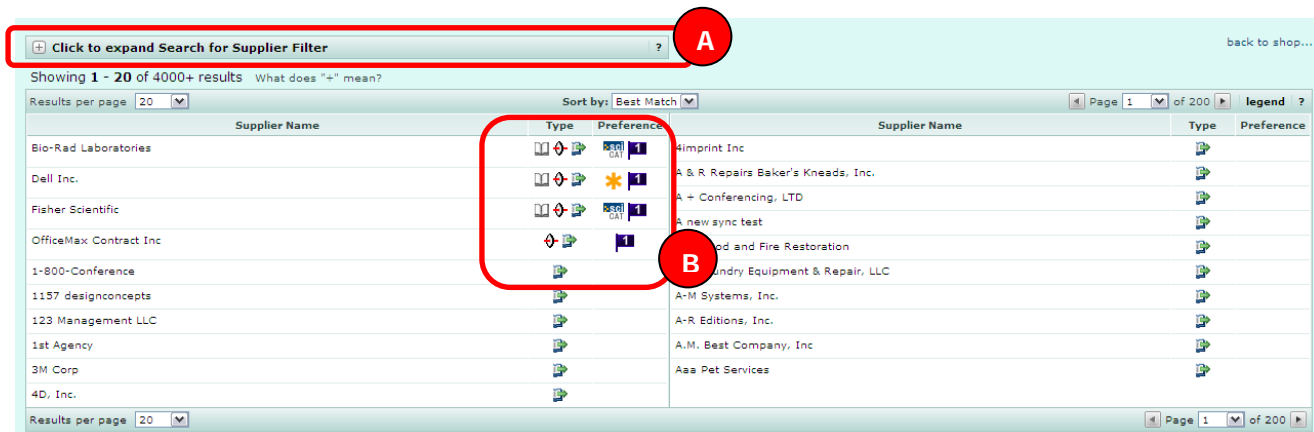
- ✓ Searching for a supplier from the **Browse:Supplier** link







Procedure

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



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



- 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).

Supplier Name	Type	Preference	Supplier Name	Type	Preference
Fisher Scientific			Birdie V. Fisher		
Fisher & Paykel Healthcare Inc			Government of Canada, Dept of Fisheries		
Fisher Bioservices, Inc.			Jenny M. Fisher Rogensues		

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.