Search for an Invited or Existing Supplier/Vendor

Total Supplier Manager (TSM) provides the ability to easily search for an invited or existing vendor. TSM provides a Simple Search or an Advanced Search functionality.

Access E-Procurement/SciQuest (step 1 to 2)

1. Access the E-Procurement/SciQuest link from the MyPace portal Staff or Faculty tab -> Employee Self-Service section.
2. From the left navigation menu, click the Supplier icon to open the Search for a Supplier link.

Find and View Vendor Details (steps 3 to 5)

3. By default, the Search page opens in the Simple Search option; however, the Advance Search option link is accessible right of the Go button.
4. From the Simple Search option, enter the vendor’s name and click the Go button. The search functionality is not case sensitive and finds results that contains the words entered.
5. The Search results will display all possible matches – click the desired vendor’s name to open the Supplier 360 view.

5. The Supplier 360 view displays the Registration Status as well as provides detailed workflow steps regarding the vendor onboarding process.