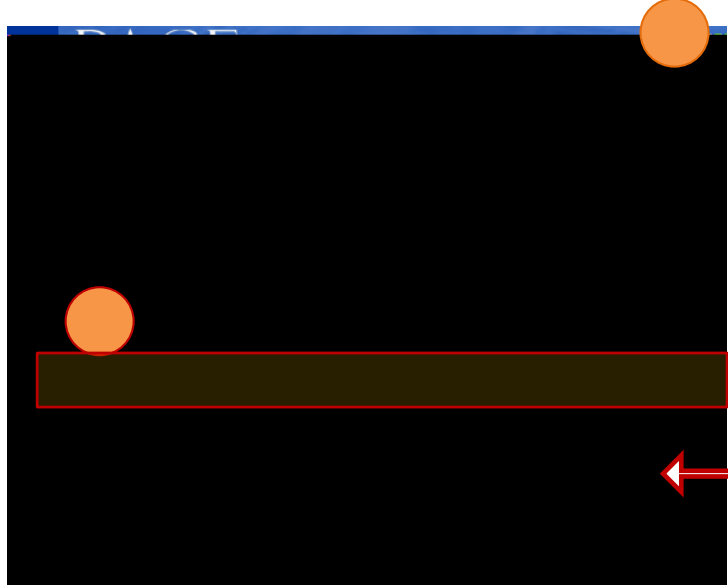# Search for an Invited or Existing Supplier/Vendor

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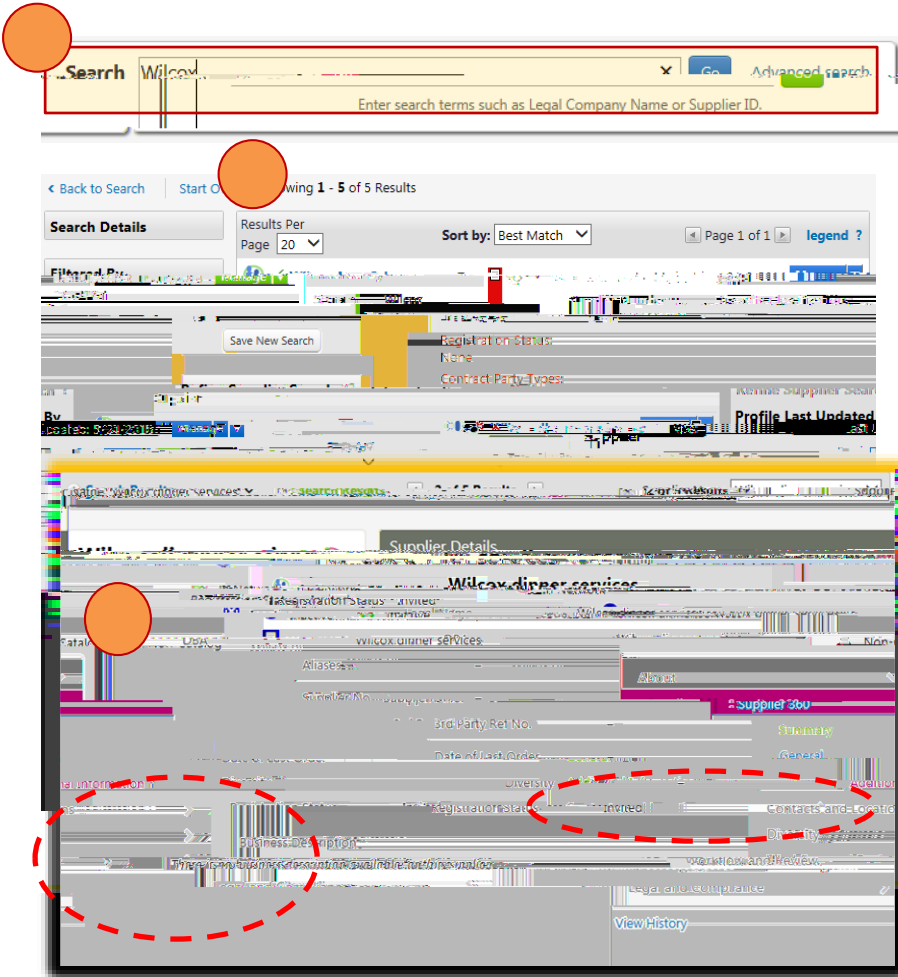
Access E-Procurement/ SciQuest *(step 1 to 2)*

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.

Click the **Search for a Supplier** link.

Find and View Vendor Details *(steps 3 to 5)*

3. From the **Simple Search** option, enter the vendor's name or ID. The search functionality is not case sensitive and finds results that contains the words entered.

4. 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.