Searching for Supplier Information

http://workday.miami.edu

### Search by Supplier Name or Physical Address

1. In the search box type the vendor name or physical address. Ex type **supplier: subway** or **supplier: 901**.

2. To view the physical address, click the supplier link.

3. The physical address and phone number will appear.

### Browse All Suppliers

1. In the search box type **find suppliers**.

2. Click **Find Suppliers**.

3. Search by using filters such as **Supplier Category** and **Supplier Name**. Ex: Type **Chartwells**.

4. Click **OK**.

5. Click the magnifying glass icon.

6. The supplier’s physical address and phone number will appear in the upper right corner.