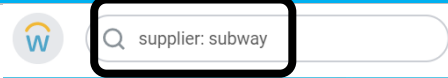
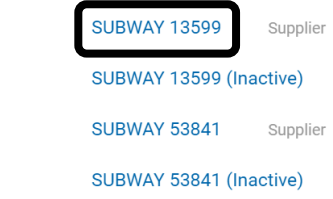

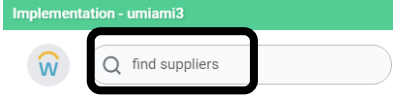



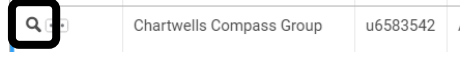


# Searching for Supplier Information

<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 <b>supplier: subway</b> or <b>supplier: 901</b> .	
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 <b>find suppliers</b> .	
2. Click <b>Find Suppliers</b> .	
3. Search by using filters such as <i>Supplier Category</i> and <i>Supplier Name</i> . Ex: Type <b>Chartwells</b> .	
4. Click <b>OK</b> .	
5. Click the magnifying glass icon.	
6. The supplier's physical address and phone number will appear in the upper right corner.	