

Customizing Supplier Search in Aggie Buy

The screenshot displays the Texas A&M University AggieBuy website. On the left is a dark red sidebar with navigation links: Home, Shop, Orders, Contracts, Accounts Payable, Pay, Suppliers, Sourcing, Reporting, Administer, and Setup. The 'Suppliers' link is highlighted with a white arrow. The main content area has a header with the Texas A&M University logo and the text 'Welcome to Texas A&M University's Purchasing and e-Commerce Website!'. Below the header is a search bar with 'Simple' and 'Advanced' tabs, and a placeholder text 'Search for products, suppliers, forms, part number, etc.'. A light blue callout box with a black border contains the following instructions:

- Click on Suppliers
- Click on Manage Suppliers
- Click on Search for a Supplier

The 'Suppliers' menu is expanded, showing a list of options. A white arrow points to the 'Search for a Supplier' option. The menu options are:

- Suppliers
- Quick search
- Manage Suppliers
- Approvals
- Compliance
- Communication
- Requests
- Import/Export
- Configuration Settings
- Supplier Management Home
- Search for a Supplier
- Add Suppliers
- Manage Supplier Groups
- Consolidated Supplier History

Search Suppliers

Save As

Pin Filters

Export All

Actions

Quick Filters My Searches

Relationship: In Network

Status: Active

Quick search



Add Filter

Clear All Filters



Approved By



Page 1

of 50

1-200 of 198228 Results



200 Per Page

Search Suppliers

Save As

Pin Filters

Export All

Actions

Quick Filters My Searches

Relationship: In Network

Status: Active

Quick search



Add Filter

Clear All Filters



Approved By



Page 1

of 50

1-200 of 198228 Results



200 Per Page

- ☐ All
- ☒ In Network
- ☐ Out of Network



Page 1

of 50

1-200 of 198228 Results



200 Per Page

Apply

Cancel

- Click on Relationship: In Network
- Click on All
- Click on the Apply icon

Supplier Number	Tax Identification Number	Supplier Classes	Supplier Type	Last Modified	Registration Status	Registration Type	Registration Date
X0164705	742779562	HUB HUB	Non-Catalog	4/14/2024 2:45:13 AM	None	Award Profile	

Search Suppliers

Save As

Pin Filters

Export All

Actions

Quick Filters My Searches

Relationship: All

Status: Active

Quick search



Add Filter

Clear All Filters



Approved By



Page 1

of 50

1-200 of 198228 Results



200 Per Page

- ☐ All
- ☒ Active
- ☐ Inactive



Page 1

of 50

1-200 of 198228 Results



200 Per Page

Apply

Cancel

- Click on Status: Active
- Click on All
- Click on the Apply icon

Supplier Number	Tax Identification Number	Supplier Classes	Supplier Type	Last Modified	Registration Status	Registration Type	Registration Date
X0164705	742779562	HUB HUB	Non-Catalog	4/14/2024 2:45:13 AM	None	Award Profile	

Search Suppliers

Save As ▼

Pin Filters ▼

Export All ▼

Actions ▼

Quick Filters My Searches

Relationship: In Network ▼

Status: Active ▼

Quick search



Add Filter ▼

Clear All Filters



Approved By ▼



Page 1 of 50

• Click on the gear box & select which category's you want



200 Per Page ▼

Configure Column Display



Reflects the columns defined for the current search. Customizations will apply to the lifetime of the current search unless the search is saved. Columns marked with an * are custom defined data elements

Type to Filter Available Columns...

- ☐ Bank Validation Status
- ☐ Business Unit
- ☐ Commodity Category - Multi-Select *
- ☐ Commodity Code
- ☒ Company Name
- ☐ Contract Party Type
- ☐ Country of Origin
- ☐ Current Registration Step
- ☐ Current Review Step
- ☐ Date Of Last Order
- ☐ Diversity Classification
- ☐ Doing Business As
- ☐ Duns Number
- ☐ Internal Modification



Pin Columns as my defaults

Record Icon Set	↑ ↓
Company Name	↑ ↓
Supplier Number	↑ ↓ 🗑
Tax Identification Number	↑ ↓ 🗑
Supplier Classes	↑ ↓ 🗑
Supplier Type	↑ ↓ 🗑
Last Modified	↑ ↓ 🗑
Registration Status	↑ ↓ 🗑
Registration Type	↑ ↓ 🗑
Registration Date	↑ ↓ 🗑

- You can remove & add the columns to be viewable for you default
- Click on Apply when completed.



Apply

Cancel

Search Suppliers

• Click on drop down arrow next to the Save As

Save As



Pin Filters

Export All

Actions

Quick Filters

My Searches

Relationship: All

Status: All

Quick search



Page

1

of 50

1-200 of 785732 Results

Approved By



200 Per Page

		Company Name	Supplier Number	Tax Identification Number	Supplier Classes	Supplier Type	Last Modified	Registration Status	Registration Type	Registration Date
...	⊗					Non-Catalog	8/26/2024 1:38:00 PM	None		

Save As

Save As Additional options

[Manage Searches](#)[Registrations Recently Approved By Me](#)[Supplier Reviews Recently Approved By Me](#)

Save Search



Step 1: Details

Nickname ★

[Add Description](#)[Add New](#)

- Give this search a name
- Click on Save

Step 2: Select Folder Destination

Personal

[Supplier Inv Search](#)[Supplier Search](#)

Shared

[Supplier Registration Reports](#)

Save

Close

Search Suppliers

- Each saved search will show in My Searches

Save As ▼

Pin Filters ▼

Export All ▼

Actions ▼

Quick Filters

My Searches

[Manage Searches](#)[Registrations Recently Approve...](#)[Supplier Reviews Recently Appr...](#)

Favorite Searches

[Supplier Email](#) ...[Supplier Search](#) ...[Supplier Tax Id Search](#) ...[TIN Validation Rebot Errors](#) ...

Relationship: All ▼

Status: All ▼

Quick search



Add Filter ▼

Clear All Filters



Page 1

of 50

1-200 of 785732 Results ⓘ



200 Per Page ▼

...	Company Name	Supplier Number	Tax Identification Number	Supplier Classes	Supplier Type	Last Modified	Registration Status	Registration Type	Registration Date
...	A.Villeneuve Mechanical				Non-Catalog	8/26/2024 1:38:00 PM	None		
...	Marlene and Mike Mulvaney o/a AAA Commercial Maintenance				Non-Catalog	8/26/2024 1:37:20 PM	None		

- Type either the X number, name or the supplier id
- Then hit enter or click on the magnifying glass

Search Suppliers

Save As ▼

Pin Filters ▼

Export All ▼

Actions ▼

Quick Filters

My Searches

[Manage Searches](#)

Relationship: All ▼

Status: All ▼

Quick search



Add Filter ▼

Clear All Filters



Page 1

of 50

1-200 of 785732 Results ⓘ



200 Per Page ▼