




Objective

Perform a Supplier Profile search in BobcatBuy, including the following information: active/inactive status, supplier number, fulfillment and remittance addresses, and sales contact information.

Supplier Profile Search Instructions

To perform a Supplier Profile search in BobcatBuy:

1. Next to the search bar, click on the drop down and select “Supplier Profile”

2. Enter Supplier Name in the search bar and click Search (this Search can also be performed from the Suppliers tab)
3. Supplier Profile results will include numerous inactive results
 - a. If there is a “Green Check Mark” ✓ the supplier is active for shopping
 - b. If there is a “Red X” the supplier is not active
4. Click on the correct Supplier Name result, or use filters (e.g.: Shopping/AP Status: Active or Inactive) to first narrow search results before clicking on correct supplier
5. Supplier Profile Summary includes relevant data (e.g.: Supplier Name and Number, Contacts, Fulfillment Address, Remittance Address). See individual tabs (e.g. Contacts, Addresses) for complete information