HokieMart upgrade 24.2 (Effective date 7/14/2024)

HokieMart Supplier Search **New Experience View**

page.

available."

With the newly enhanced view, the Search for a Supplier page displays suppliers who are "in network" and selectable for shopping. The default search results can be customized by applying filters (explained below).

Simple Advanced Select the Supplier Icon from Search for products, suppliers, forms, part number, etc. ſ the navigation bar on the left side of the HokieMart Q . . Va Tech UIT 2 Site 血 PPE and Critical Supply Planning Then, choose "Search for a Supplier" from the options disposable Suppliers **.** These PPE Supplier Management Home ning 39 needed by Search for a Supplier Import/Export Add Suppliers հր Configuration Settings Consolidated Supplier History Workflow Setup

Rela	Relationship: In Network • Status: Active • Quick search Q ① Add Filter • Clear All Filters ?										
<	✓ Page 1 of 9 1-20 of 174 Results										
		Company Name	Supplier Classes	Last Modified 🔻	Supplier Number 🔻	Registration Status	Registration Date 💌	Supplier Type	Duns Number 🔻	Diversity Classification	
	9 🥵	2022 The Inn at Virginia Tech & Skelton Conference Center		4/8/2022 2:18:02 PM	906547147	Invited		Non-Catalog		None (None)	
	9 🥵	4D Studios LLC		10/17/2023 2:25:28 PM	906581756	None		Non-Catalog		None (None)	
	ی 🥹	5 Design LLC	٥	3/17/2023 6:00:25 PM	906303041	None		Non-Catalog		None (None)	
	9 🥵	A&D Enterprises Inc		12/21/2022 6:00:21 PM	906581754	Invited	12/21/2022	Non-Catalog		None (None)	
	ی 🥵	A&J Seed Farms SA		4/11/2024 2:14:17 PM	905953217	None		Non-Catalog		None (None)	
	ی 🥹	AAA Corporate Travel	0	3/6/2023 1:48:16 PM	906482898	None		Non-Catalog		None (None)	
	ی 🥵	Admiral Leasing	٥	9/14/2023 3:49:01 PM	906061539	None		Non-Catalog		None (None)	
	9 🥵	ADP Inc		11/11/2021 6:00:18 PM	905672730	None		Non-Catalog		None (None)	
	9 🥵	AGS - JEFF (YO JEFFY JEFF)		3/28/2022 5:09:19 PM	906497114	Profile Complete	3/8/2022	Non-Catalog	123456545	Does Not Qualify as a Small Business or Diverse Supplier (DoesNotQualify)	
	ی 🥵	Airgas	٥	9/14/2023 6:00:27 PM	905659683	None		PunchOut Supplier	0266007906	None (None)	

How to search:

Quick Search

- 1. Enter a supplier name or number in the **Quick search** field.
- 2. Click the search icon . Matching suppliers are returned in the search results.



Advanced Search

Use the filter options to perform a more specific search. 1. Click the **Add Filter** button (located to the right of the **Quick search** field). A list of available filters displays.

							🛱 Save As 🛛 👻
Relat	tionship: I	n Network 👻 Status: Active 🕶	Quick search			Q (D Add Filter → Clear All Filters
<	> P	age 1 of 9 1-20 of 174 F	Results				Find search filter
•••		Company Name	Supplier Classes	Last Modified 🔻	Supplier Number 🔻	Registration Status	General Information
•••	9 🥵	2022 The Inn at Virginia Tech & S Conference Center	Skelton	4/8/2022 2:18:02 PM	906547147	Invited	Country of Origin Include Organizational Nodes Internal Modification
•••	9 🥵	4D Studios LLC		10/17/2023 2:25:28 PM	906581756	None	Last Modified Payment Country Downart Country
•••	🕙 ⊘	5 Design LLC	٥	3/17/2023 6:00:25 PM	906303041	None	Payment Country/Method Payment Method
•••	9 🥵	A&D Enterprises Inc		12/21/2022 6:00:21 PM	906581754	Invited	Supplier
	9 🚯	A&J Seed Farms SA		4/11/2024 2:14:17 PM	905953217	None	Non-Catalog
•••	ی 🥹	AAA Corporate Travel	٢	3/6/2023 1:48:16 PM	906482898	None	Non-Catalog

2. You can search for a specific filter by entering a value in the field. The list of filters will be refined and only matching filters will be displayed.

3. Click the checkbox for the appropriate filter.

4. When you have made the appropriate configurations to the filter, select the **Apply** button. The search results are refined to reflect the filter. The filter displays above the search results. Click the to remove the filter.

Tip** To search for active HokieMart Suppliers be sure to select "in-network" and "active" at the top of the search bar**