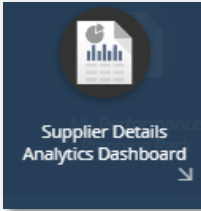


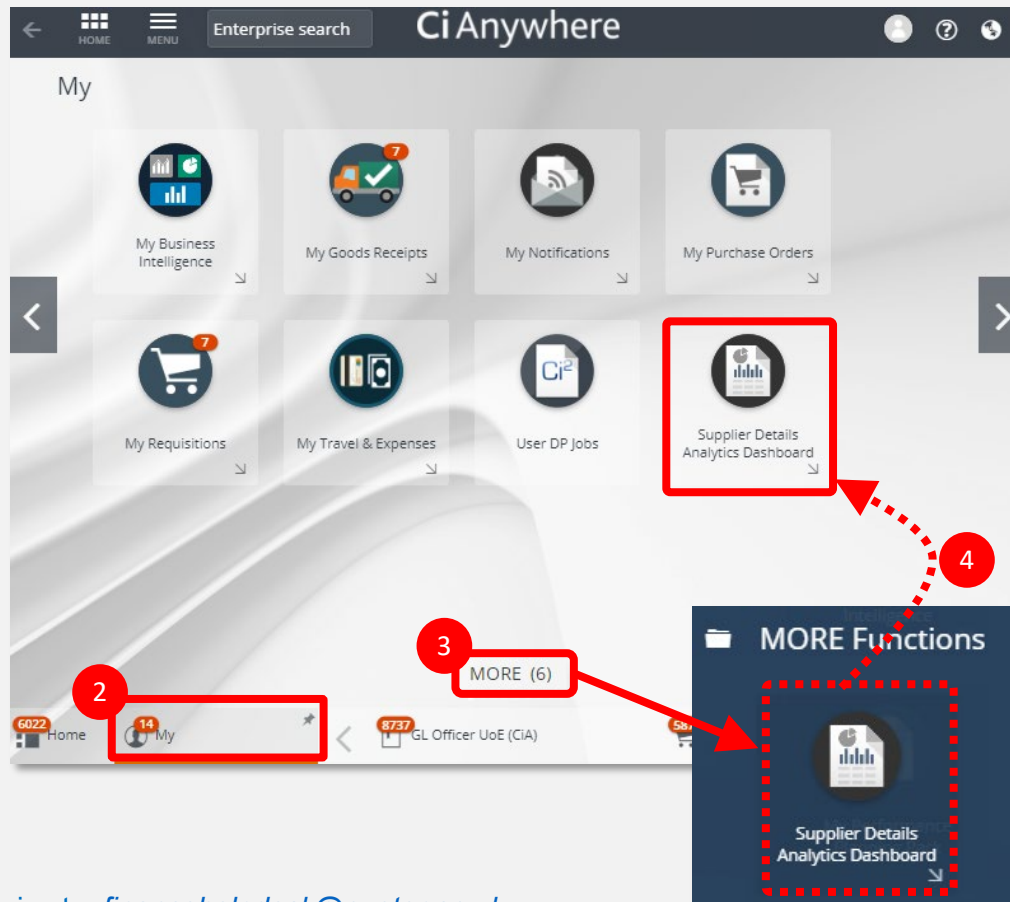
Supplier Search Quick Guide

v1.1 03.09.2020



Use the 'Supplier Details Analytics Dashboard' function in T1 to search through the University's approved supplier list:

1. Login to T1 - <https://exe.t1cloud.com/>
2. Go to your 'My' page.
3. Click 'More' at the base of the page.
4. Drag the 'Suppliers Details Analytics Dashboard' tile onto your 'My' page, where it will now remain.



Open the dashboard then search for a supplier using:

- Any word, partial word or number in any part of the name, address or postcode.
- T1 supplier number or creditor number, if known.

For example:

107923			
Account Name	Creditor	Business Type	Address 1
1010 Media Limited	107923	Limited Company	Third Floor

Elsevier			
Account Name	Creditor	Business Type	Address 1
Elsevier	106695	Other Organisation	The Boulevard
Elsevier (EUR)	110294	Other Organisation	The Boulevard
Elsevier (USD)	104452	Other Organisation	The Boulevard
Elsevier BV (EUR)	110610	Limited Company	Radarweg 29
Elsevier Bv (GBP)	110277	Other Organisation	Radarweg 29
Elsevier BV (USD)	110611	Limited Company	Radarweg 29

technologies			
Account Name	Creditor	Business Type	Address 1
19dozen Technologies Limited	101053	Limited Company	99 Park Drive
Acton Technologies Ltd (EUR)	109174	Other Organisation	Ballinakill Ho

Please note:

Only one currency can be set up per supplier record in T1.

So suppliers with UK and non-UK divisions may have multiple supplier records in T1.

If you are unsure which version to select, check with the supplier which currency and business address they will use for your invoice **before** placing your order.

Purchase orders for the wrong supplier version cause additional workload and may delay payment.