

Quick Reference Guide:

How to Run the Supplier & Supplier Site Master Report

Purpose:



The Supplier & Supplier Site Master Report will give WaveWorks users the full list of Tulane approved Suppliers.

Step-by-Step:

Upon signing into WaveWorks, navigate to the Tulane Reporting tab.

Tulane Reporting

Click on the Supplier & Supplier Site Master Report.



The report will populate.

Supplier & Supplier Site Master Report

Supplier Number	Supplier Name	Supplier Site
10001	The Family Tree Information Education & Counseling Center	ORDER - REMIT
10002	Texas Health Institute	AUSTIN
10003	CANDEX SOLUTIONS INC	ACH NEW YORK
		SUA NEW YORK
10004	Colorado State University	ORDER FROM
		REMIT TO
10005	LEWIS, MARVA L	NEW ORLEANS2
10006	TECMAG INC	ORDER
		REMIT
10007	ABM JANITORIAL SERVICES	ORDER FROM
		REMIT TO
10009	Vanderbilt University Medical Center	ORDERING-REMIT
10010	Board of Regents of the University of Oklahoma Health Sciences Center	Grants & Contracts Accot
		Office of Research Admin

Edit - Refresh - Print - Export - Add to Briefing Book - Email - Copy

Use the Supplier Number to search on the Request Forms

Export to Excel for an easier search.

Edit - Refresh - Print - **Export** - Add to Briefing Book - Email - Copy

This report will provide the following information:

- Supplier Number
- Supplier Name
- Supplier Site- address

