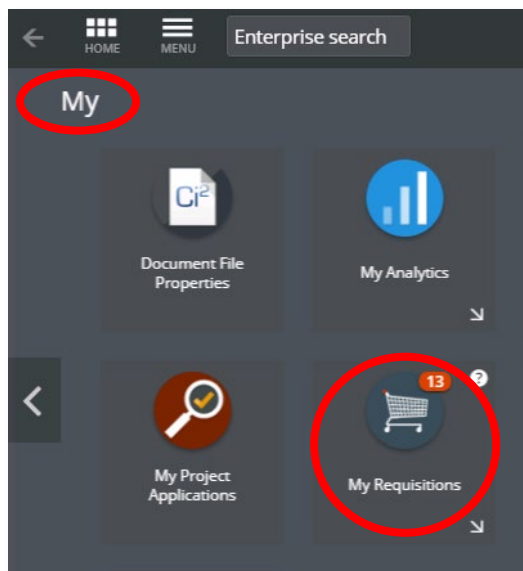# Ordering Goods and Services Guides

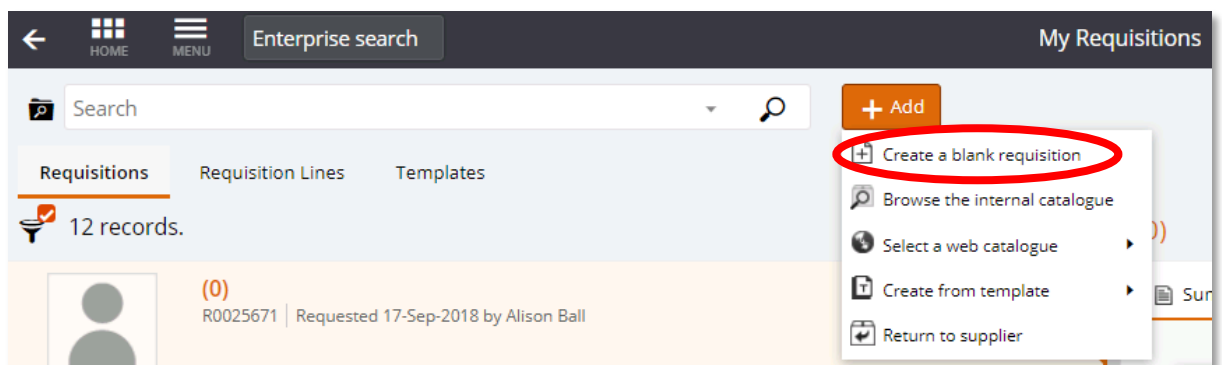## How to Search the University's Supplier List in T1

You can search the supplier list when creating an ad hoc requisition:
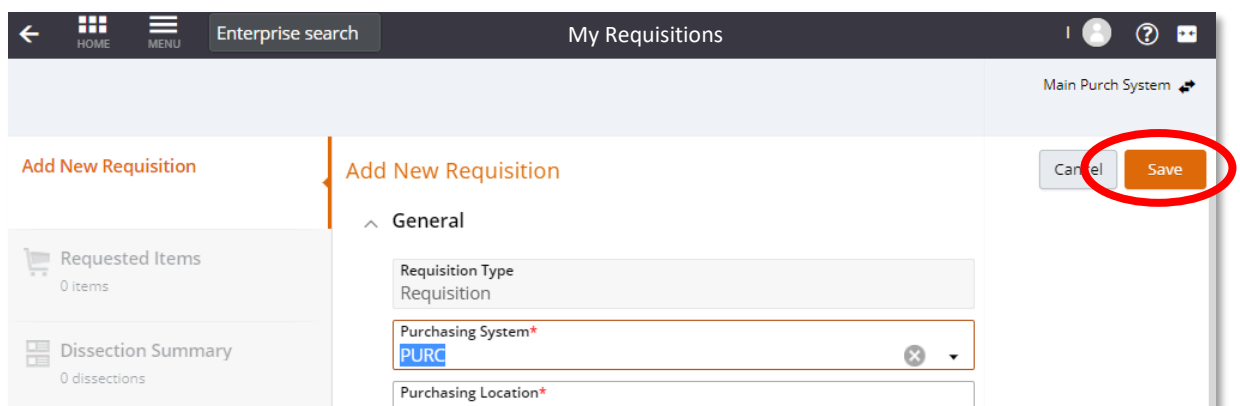
1. Log into T1: https://exe.t1cloud.com/
2. Open the 'My Requisitions' function in the 'My' workspace.

3. Click on the 'Add' button and select 'Create a blank requisition'.

4. Select 'Save'.

Contact us at Financehelpdesk@exeter.ac.uk   01392 726981   ext 6981
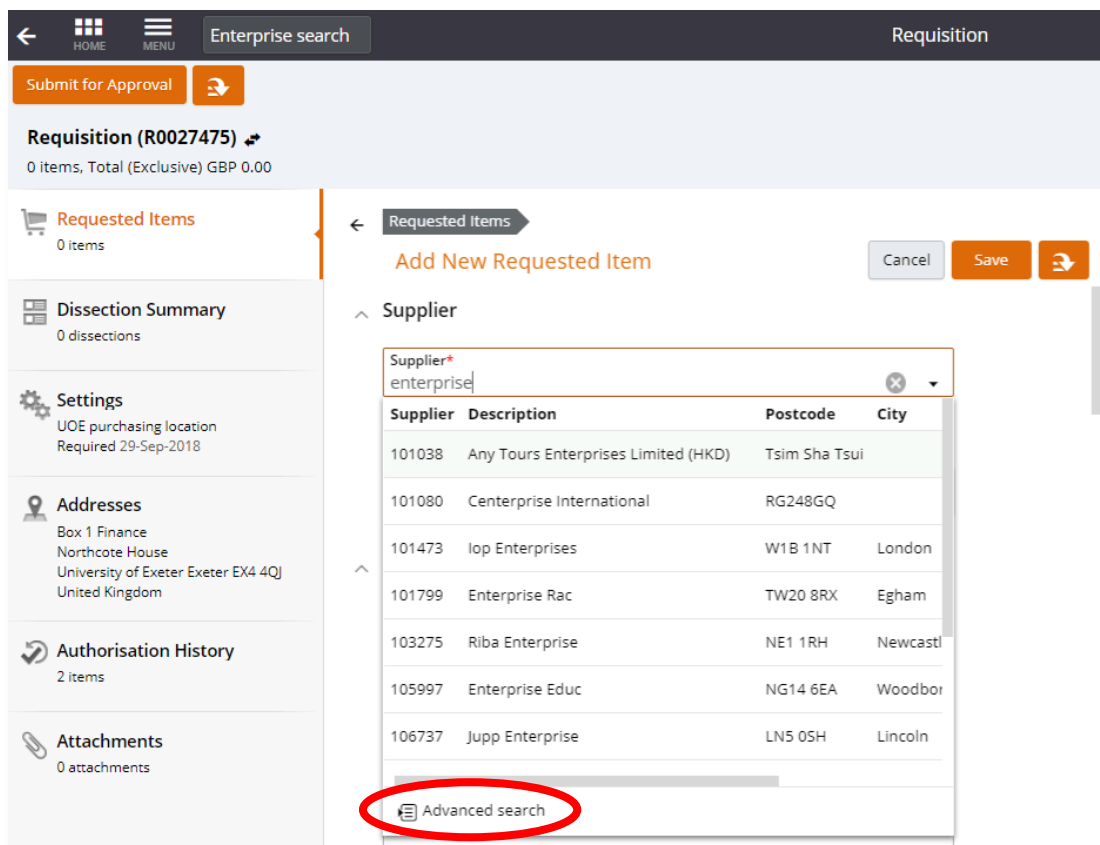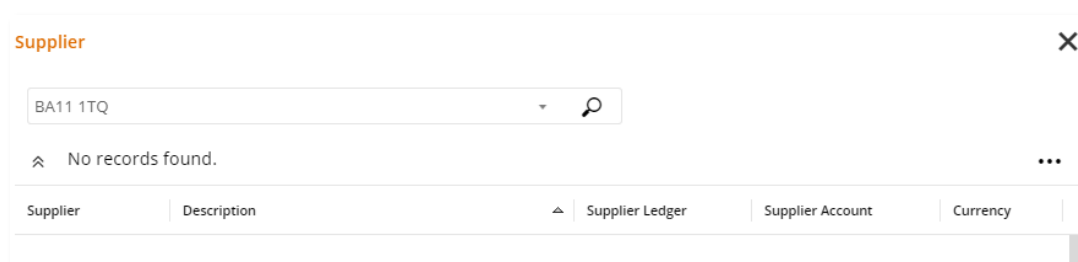
5. Click on 'Add', then 'Ad hoc request'.
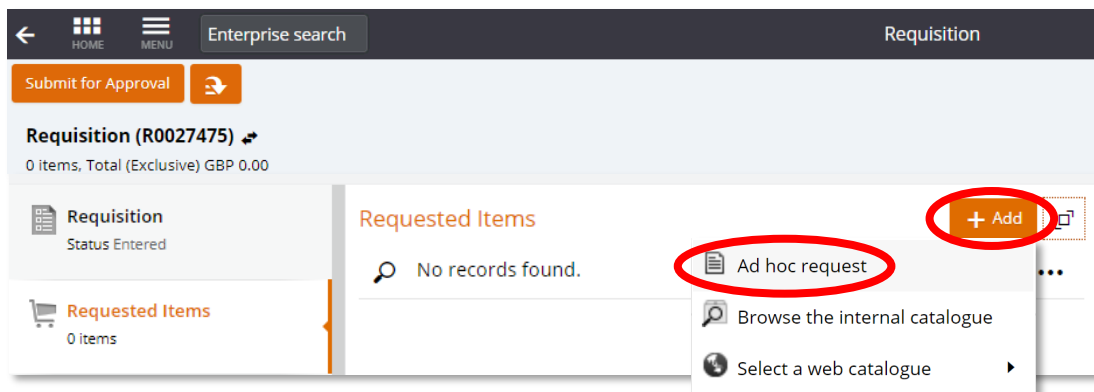
6. In the Supplier field, select 'Advanced search'.

7. Then start to type any part of the name or address of the supplier.

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Hints and Tips for searches:

- You can also search by postcode, town or any other part of the supplier's address to help narrow down the search.
- Several suppliers are commonly known by a colloquial name and their correct title is different.
  For example - searching for *FX Plus* won't return any suppliers as their correct title is *Falmouth Exeter Plus*.
- Try to keep the search term as short as possible as many of the supplier names in this part of T1 may have been shortened to fit into the search field.
  For example - a search for *Apple Taxis* won't return anything as their full name is *Apple Central Taxis (SW) Ltd* and has been shortened to *Apple Central T* to fit into this field.
- If searching with multiple words, put a *%* instead of a space between the words as T1 will then search for these terms in any part of the supplier's details.
  For example - searching for *Enterprise Car Hire* will only bring back suppliers with these three words in this exact order. But if you search for *Enterprise%Car* then the search will return any supplier with the words *Enterprise* **and** *Car* (in that order) anywhere in the name and address information.
- It is also worth trying a multiple word search in a different order, so try also looking for *Car%Enterprise.*

8. Once you've finished checking the supplier list, and don't need to use this requisition right now, click 'Cancel' then the return arrow.
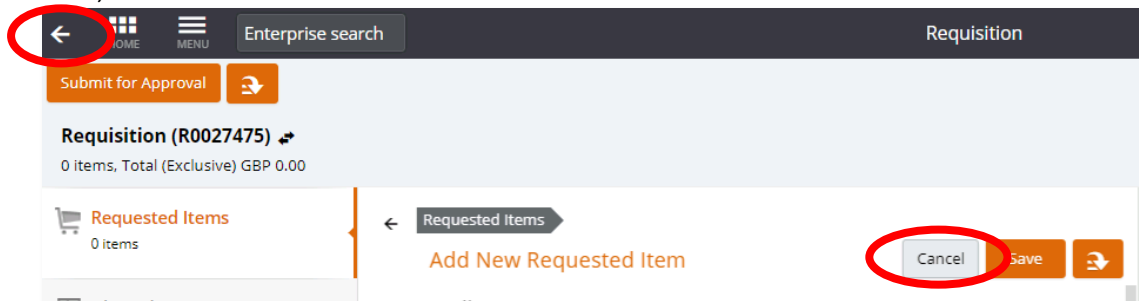
9. This blank requisition will remain as a draft and can be used next time you need to create a requisition of any type.

   Click 'View' to reopen the requisition then edit/add the relevant information or use for more supplier searches.