



## Find Active Suppliers

This guide will explain how to Find Active Suppliers in Workday. The **Find Suppliers** report can be used to view active suppliers in Workday. **Departments, Procurement, Accounts Payable and Settlement** teams can access the **Find Suppliers** report from the Search bar.

### Find Active Suppliers

1. Type **Find Suppliers** in the Search bar.  
The report will display in the search results.

2. Select the report.

On the **Find Suppliers** page:

3. Enter the **Supplier Status** field as **Active**.
4. Click **OK** to view the report.

A screenshot of the Workday search bar. The search text 'find suppliers' is entered, with a green circle '1' next to it. Below the search bar, the 'Find Suppliers Report' is listed as a search result, with a green circle '2' next to it.

A screenshot of the 'Find Suppliers' report configuration page. The 'Supplier Status' field is set to 'Active', with a green circle '3' next to it. At the bottom of the page, the 'OK' button is highlighted with a green circle '4'.



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### Find Active Suppliers

The **Find Suppliers** report will display all active suppliers.

- Click the supplier to view details.

**Find Suppliers** ... 016  
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Supplier Status **Active**    IRS 1099 Supplier **No**

Turn on the new tables view

8098 Items 🔍 📄 📊 📑

Supplier	Supplier Name	Supplier ID	Supplier Status	Supplier Category	Supplier Group	Customer Account Number	DUNS Number	Alternate Name	Supplier Contacts	Parent Supplier	IRS 1099 Supplier	Rept
<a href="#">5</a>	1 CELL BIO INC	0000179333	Active	Medical Supplies	Suppliers N-Z						No	200 Wal Unit
<a href="#">Q</a>	10X GENOMICS INC	0000186304	Active	Lab	Suppliers N-Z			20xGen	Chanel Moon		No	Dep. Pal. Unit
<a href="#">Q</a>	1156 NASHVILLE PIKE	0000209749	Active	Medical Supplies	Suppliers N-Z				Bill Smith		No	115 Gall Unit
<a href="#">Q</a>	12 POINT SIGNWORKS LLC	0000200587	Active	Medical Supplies	Garnishment Suppliers N-Z						No	112 Ste. Frat Unit
<a href="#">Q</a>	155 WELLINGTON DRIVE	0000207867	Active	Medical Supplies	Suppliers N-Z						No	215 Por Unit