# CSR Implementation Training for CSR Staff

**Buyer – Different Ways to Search for Suppliers**

**Overview**

This is a brief overview of different ways a buyer can search for suppliers.

**Pre-Requisites**

* You must have an activated CSR user account with a username and password provided by the admin
* A compatible web browser such as Edge

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| **Instruction** | **Screenshot** |
| First, log in to access the CSR system. |  |
| There are multiple ways for a buyer to search for a supplier.  The first method is the most direct way.  Click on the search field at the top and type the name of the supplier. |  |
| Click on the name of the account that appears in the list. |  |
| The details for the chosen supplier will be displayed. |  |
| Another method is to conduct the search with other specific details, such as an ABN.  Click on the search field and type in the ABN of the supplier. |  |
| Click on the result that appears in the list. |  |
| The supplier that is listed with the searched ABN will be displayed.  Click on the name of the supplier. |  |
| The details for the chosen supplier will be displayed, including the searched ABN. |  |
| In addition to searching via ABN, searches can also be conducted with ACNs.  Click on the search field and type in the ACN of the supplier. |  |
| Click on the result that appears in the list. |  |
| The supplier that is listed with the searched ACN will be displayed.  Click on the name of the supplier. |  |
| The details for the chosen supplier will be displayed, including the searched ABN. |  |
| Searches can be conducted with only part of the details.  In this example, only the first three digits will be used to conduct the search. |  |
| Click on the result that appears in the list. |  |
| Now all the suppliers with ACNs containing the three digits will appear.  Select the correct supplier. |  |
| The details for the chosen supplier will be displayed, including the searched ABN. |  |
| The second method is via the Supplier Registry.  Click on “Supplier Registry” on the top of the home page. |  |
| This will display a list of suppliers registered in the CSR system. |  |
| To filter the list, select the drop down menu. |  |
| Select the type of list of suppliers to view. |  |
| The list will now display suppliers who perform services instead of works.  The required supplier can be selected from this list. |  |
| Another method to look for suppliers through the supplier registry is to search directly in the list through the search field.  Select “Supplier Registry” from the top menu. |  |
| Click on the search field and type the name of the required supplier. |  |
| Select the supplier that appears in the list. |  |
| The third method is by selecting a list of most recently viewed accounts.  Select “Supplier Registry” from the top menu. |  |
| Select the drop down menu. |  |
| Select “Recently Viewed Accounts”. |  |
| The list will now display suppliers who perform services instead of works.  The required supplier can be selected from this list. |  |
| If the required supplier still cannot be located, then the search can include all suppliers in the registry.  Select the drop down menu. |  |
| Select “All Accounts”. |  |
| The list will now display all the suppliers in the registry, including both suppliers that provide works and suppliers that provide services. |  |
| If the desired list of suppliers is displayed and is required to be shared outside of the CSR portal, the list can be exported into a shareable format.  For this example, the list of suppliers who provide services will need to be shared.  Select the drop down menu. |  |
| Select “Services”. |  |
| Select “Printable View”. |  |
| Select “Print This Page”. |  |
| The list can now be saved either as a PDF to be shared and viewed outside of the CSR portal, or it can be printed as a physical copy. |  |