Scenario: Selecting Multiple Suppliers or Commodities

In this scenario, we will answer the question: How do I add multiple Suppliers or Commodities to my query?

**STEP 1** On the Dashboard tab, select the desired campus (UCLA), and date range (2012).

**STEP 2** In the Search Box enter the first Supplier Name (airgas) and Make your selection under Supplier Normalized Name.

The Current Selections box displays all of the selections in the current data set. In this example, the current selections include: UCLA, FY2012, and Airgas.

The black Arrows next to each selection can be used to add additional selections to the existing query (eg: Supplier, Classification, Organizational Unit, Fund, etc)

**STEP 3** To add an additional supplier, click the Arrow next to the existing normalized name. A list of additional suppliers will appear. You may need to use scroll arrows to see all suppliers.

Questions? For help with Spend Analytics, please contact your Campus Primary Rep (CPR).
Scenario: Selecting Multiple Vendors or Commodities

**STEP 4** To search the list for a specific supplier, begin typing the supplier name. **Note:** You will not see an input field for the supplier name until you begin typing.

**STEP 5** When you see the desired supplier name in the list, **hold down the Ctrl key and click the supplier name.** Using the Ctrl key will add the new supplier to the Current Selections. **Note:** If you click a supplier name without holding down the Ctrl key, you will delete the existing supplier selection and replace it with the new supplier.

*Current Selections* now includes both the original supplier and the new supplier.

**Tip:** For an expanded view of your current selections, click the *Selections* icon on the *Toolbar* and a pop-up box will appear summarizing your selections.