In this scenario, we will answer the question: **What was our total spend for a particular supplier?**

**STEP 1** On the **Dashboard** tab, select the desired campus and date range (UCLA, FY15)

**STEP 2** In the **Search Box** enter the Supplier Name and make your selection from the **Supplier Normalized Name** field.

**Note:** If **Supplier Name** field is used, the data returned is only applicable to that selected supplier only and will not include any spend data for that same supplier if there are variations on name spelling (e.g., I.G.M vs I.B.M.).

The total **Filtered Spend** for the selected Supplier will be displayed.

**STEP 3** Use the **Campus Comparison** feature to see how much other campuses have spent with this supplier. Use the horizontal scroll bar to view different campus data.

**Questions?** For help with Spend Analytics, please contact your **Campus Primary Representative**.