Search Request

Features · https://scopematch.com/docs/search-request/

Overview

The Search Request feature allows you to create tailored sourcing requests to find new vendors for specific products, services, or categories. It connects your sourcing needs with potential suppliers in ScopeMatch’s network. Search Request works best alongside your Product Supply lists and Network Analysis. By creating requests based on identified risks or single-source dependencies, you can quickly expand your network with new validated vendors.

Plans

Free shows a limited number of result cards. Basic shows all results. Pro and Premium add saved searches, bookmarks and company profile previews. See Tiers and Features.

When to Use It

Update and manage the Search Request when:

1. You **identify single-sourced products or bottlenecks** in your supply chain.
2. You **need alternative suppliers in new regions**.
3. **Sourcing for upcoming projects or new product categories**.

Step-by-Step Guide

1. **Navigate to Search Request**
    - Go to **Product Sourcing > Search Request** from the left-hand menu.

2. **Create a New Request**
    - Click on **Create New Request**.
3. **Fill in the fields**
    - **Title & Description**: Short, descriptive purpose of the request.
    - **Company Types & Service Categories**: Define supplier type (e.g., Manufacturer, Distributor) and services.
    - **Business Standards & Certifications**: Add required standards (e.g., ISO, ANSI).
    - **Corporate Values**: Optional – align with company values.
    - **Target Sourcing/Distribution Countries**: Select locations.
    - **Add Product Categories & Specifications**: Specify the products you need (category + specs).
4. **Submit Request**
    - Once saved, the request is added to your **Recent Requests**.
5. **View Matches**
    - Click **View Details** on your request to see **Potential Matches**.
    - If no matches are found, you can adjust your filters or invite new vendors to join ScopeMatch.

Best Practices & Tips

Do:

1. **Be specific** in product specs for better matches.
2. Add **multiple sourcing countries** if you want a wider vendor pool.
3. **Use certifications only when essential** (to avoid narrowing results too much).
4. **Link your Search Request to insights from Network Analysis** for more strategic sourcing decisions.

Don't:

- Leave out critical product details - vague requests won’t generate accurate matches.
- Forget to review matches regularly - vendors update their profiles often and new ones are added.

FAQs

- **Why do I see “No Matches Found”?**
  - Either no vendors match your criteria, or your filters are too restrictive. Try broadening categories, specs, or sourcing countries.
- **Can vendors without profiles still be added?**
  - Yes, you can add their company, and latter invite them to complete their profile.
- **Can I edit a request after submission?**
  - Each Search Request is designed as a reusable query. If your needs change, simply create a new request with updated details - this way, you can run multiple tailored sourcing scenarios side by side.
- **How does Search Request connect with other features?**
  - Search Request complements Product Supply and Network Analysis. When you identify single-sourced or disconnected products in your supply lists or network graph, you can create a Search Request to discover and connect with new potential vendors directly.

Troubleshooting

- **If your request shows “No Matches Found”** → Broaden your criteria (e.g., remove overly strict specifications or add more target countries, or search for services and products separately).
- **If vendors are missing from potential matches** → Confirm that they have completed their company profile and added the relevant products.

- **If you can’t submit a request** → Ensure all required fields (Title, Description, Company Type, and Target Countries) are filled in.

For further details or to request upload assistance, please contact us via helprequest@scopematch.com