



INSIGHTS



User Guide:

How To Search For Supplier Earnings in Insights

A step by step guide to help you view buying authorities spend with suppliers in Insights



<https://insights.oxygen-finance.com/login>



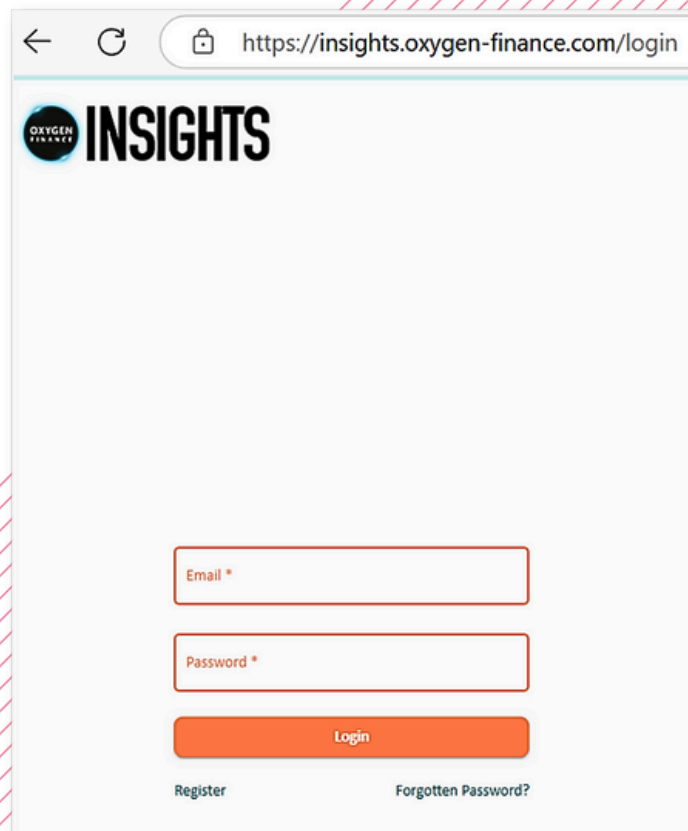
INSIGHTS

SPEND

How to search for supplier earnings and build a supplier analysis in Insights

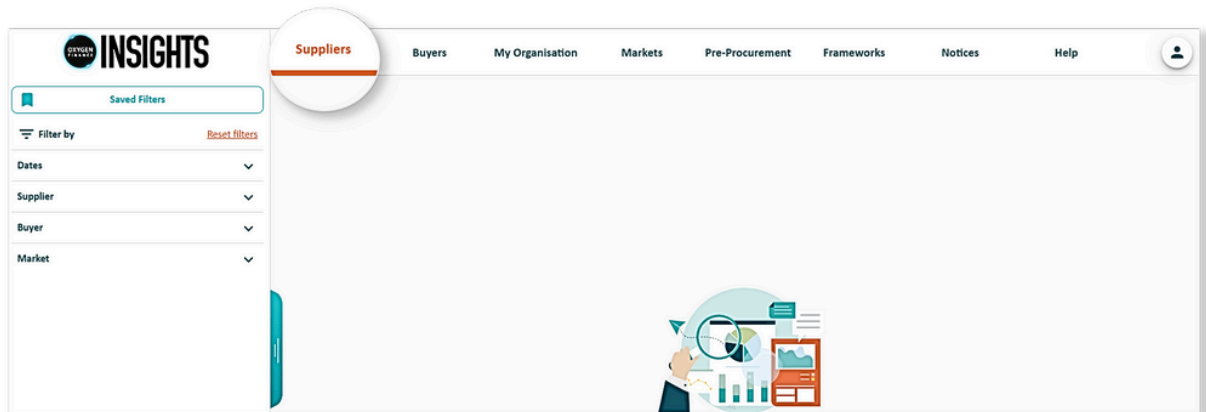
Step 1: Log in with your credentials

First things first, use your login details to sign in to your account. This ensures you can access all the amazing features we have for you.

A screenshot of a web browser showing the login page for Oxygen Finance Insights. The browser's address bar displays "https://insights.oxygen-finance.com/login". The page features the Oxygen Finance Insights logo at the top left. Below the logo, there are two input fields: "Email *" and "Password *", both with red borders. Below these fields is an orange "Login" button. At the bottom of the page, there are two links: "Register" and "Forgotten Password?". The entire screenshot is set against a background of red diagonal lines.

Step 2: Look for the Suppliers tab

Once logged in successfully, look for the **Suppliers** tab at the top of the page in the navigation menu.



Step 3: Apply filters to narrow down your search

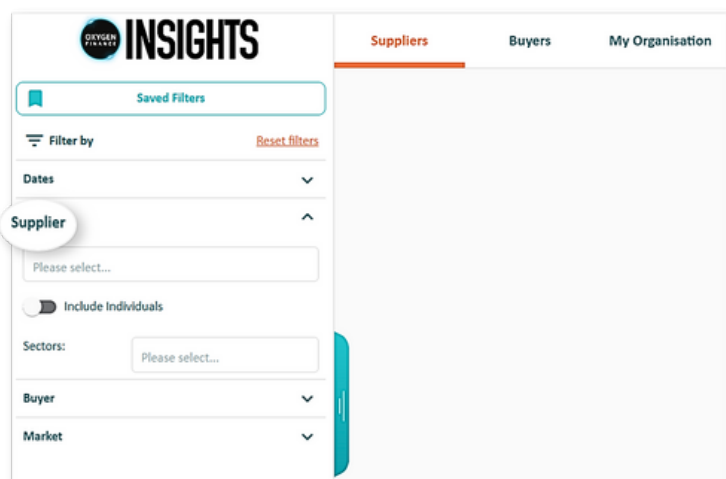
Now, you'll see a list of filters available on the left-hand side of the page, each allowing you to refine your search with various options:

Date: Select a specific date range to focus on earnings within a particular time frame (e.g. last financial year or current financial year).

Supplier name: Enter the name of the supplier you are interested in. (Note: You can add multiple suppliers if you would like to build a supplier analysis).

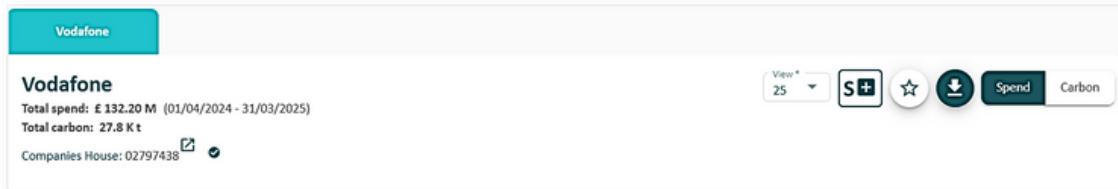
Sector: Filter by specific sector or industry to focus on particular types of suppliers.

Once you select a buyer, you'll also be able to see the **Markets & Categories** they operate in. Select a specific market/ markets and category/ categories to narrow your results.



Step 4: Customise your dashboard settings ⚙️

At the top of the search results page, you'll also have the ability to select:



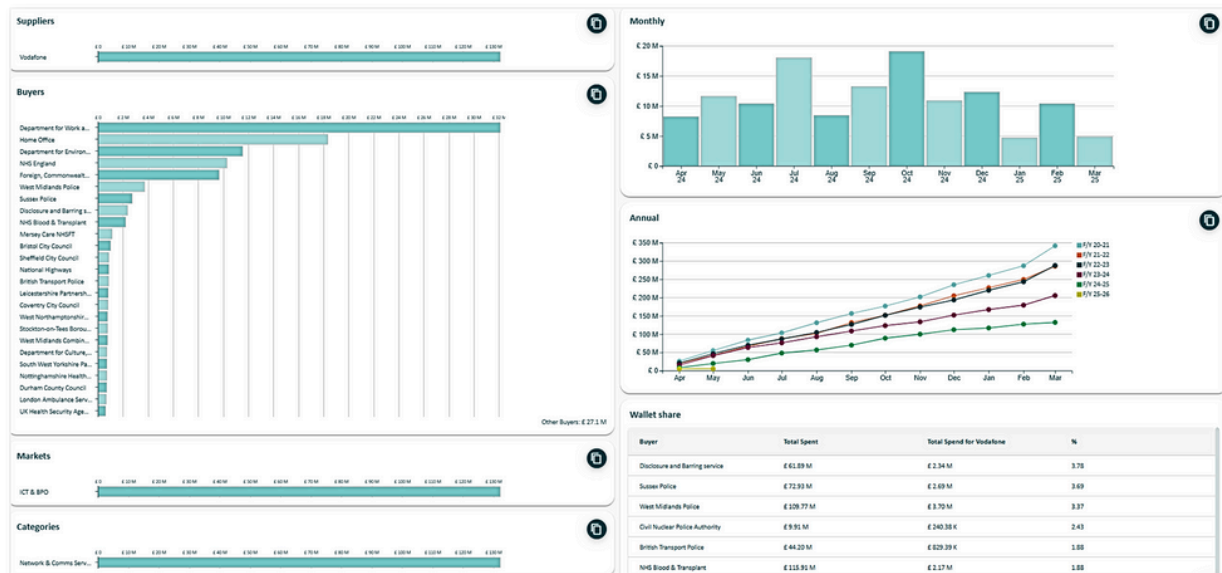
Items: You can select how many items you'd like to see on your dashboard (5, 10, 25, 50, 100).

Favourite: Use the star to save the analysis to your favourites for easy access.

Export button: You can also export the data based on your search results. Click on the **Export** button to download the data in your preferred format (Excel or PDF).

Step 5: Review supplier earnings data 📊

Once you've selected a supplier, on this page you'll find key data and infographics, including:



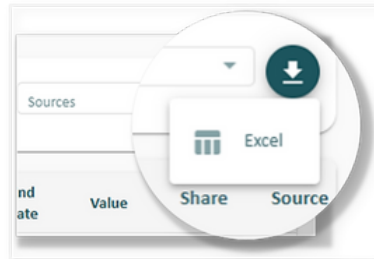
Top buyers and their spend: View which buyers are working with the supplier and how much they spent with them.

Monthly & Annual breakdown: The payment breakdown based on the date range selected in the filter panel. Great for identifying trends and patterns.

Markets & categories: Discover the markets and categories the supplier is involved in. **Tip:** You can always check the definitions of the markets and categories in our Help Hub section for more details.

Pro Tip:

You can also export the data based on your search results. Click on the **Export** button to download the data in your preferred format (Excel)



Step 6: Wallet information 💰

As you scroll down the page, you'll gain access to the Wallet feature, which provides a breakdown of:

Buyer associated with the supplier.

Total spend by the buyer with the supplier.

Percentage of the total spend attributed to the supplier.

Pro Tip:

You can filter by market and category to show wallet share based on relevant buyer spend—making comparisons more accurate

Buyer	Total Spent	Total Spend for Vodafone	%
Disclosure and Barring service	£ 61.89 M	£ 2.34 M	3.78
Sussex Police	£ 72.93 M	£ 2.69 M	3.69
West Midlands Police	£ 109.77 M	£ 3.70 M	3.37
Civil Nuclear Police Authority	£ 9.91 M	£ 240.38 K	2.43
British Transport Police	£ 44.20 M	£ 829.39 K	1.88
NHS Blood & Transplant	£ 115.91 M	£ 2.17 M	1.88
Oadby and Wigston District Council	£ 7.55 M	£ 120.68 K	1.60
Leicestershire Partnership NHST	£ 54.36 M	£ 790.96 K	1.45
Solent NHST (ceased)	£ 26.59 M	£ 341.21 K	1.28
Hinckley and Bosworth District Council	£ 19.59 M	£ 236.54 K	1.21
Norfolk Community Health and Care NHST	£ 42.76 M	£ 507.81 K	1.19
Department for Environment, Food and Rural Affairs	£ 1.07 B	£ 11.52 M	1.08
Lincolnshire Police	£ 17.72 M	£ 161.22 K	0.91



Step 7: Supplier overview & key details

Further down the page, if you have the Spend+ add-on, you'll find key supplier details, such as earnings, turnover, credit rating and company information, giving you a deeper understanding of the supplier's financial health and status.

Curious to see how much buyers are spending? Check out our **Buyer Insights Guide** 



www.oxygen-finance.com



0121 295 4498



ariane.oliveira@oxygen-finance.com

1st Floor, Enterprise House, 115 Edmund Street, Birmingham, B3 2HJ