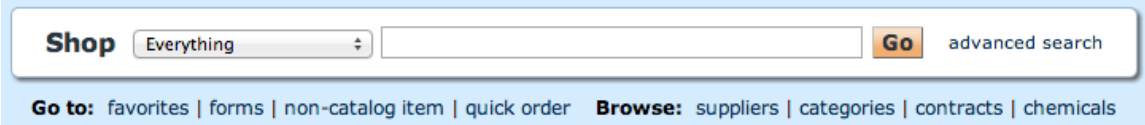


HOW TO SEARCH FOR A SUPPLIER/VENDOR

- 1) To search for a vendor, click “suppliers” under the search bar at the top of the page.




- 2) Next, you will see the “Click to expand Search for Supplier Filter” bar. Click it and type the vendor name in the search field and click “search”.

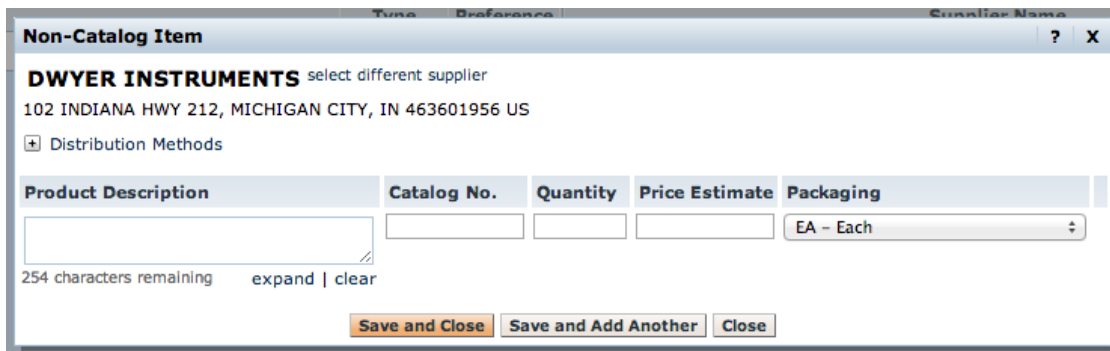


- 3) Results for that vendor will then populate.



Supplier Name	Type	Preference
DWYER INSTRUMENTS		

- a. Clicking on the vendor name will open a window that will display the vendor contact information.
 - i. Please be sure that the address listed is for the location that you are looking for. Some vendors have multiple locations and each location will need to have its own separate entry.
 - ii. If the specific location is not in the system, you will need to send a request to add it to the system (see “Adding a Supplier”).
- b. Clicking on the icon below “Type” will open the “Non-Catalog Item” window where the order details can be entered.



- 4) Click “Save and Close” to send the items to your cart, or “ Save and Add Another” to add another item.