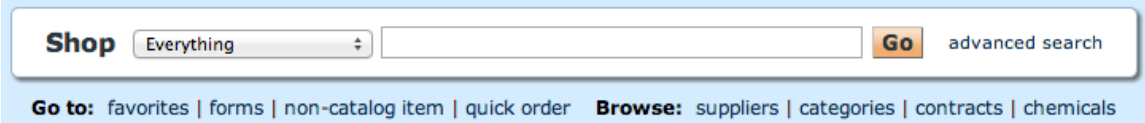


## HOW TO SEARCH FOR A SUPPLIER/VENDOR

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



Shop Everything  Go advanced search

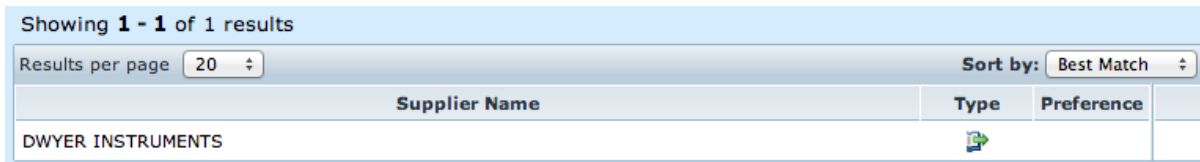
Go to: favorites | forms | non-catalog item | quick order Browse: suppliers | categories | contracts | chemicals

- 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”.




+ Click to expand Search for Supplier Filter ?

- 3) Results for that vendor will then populate.

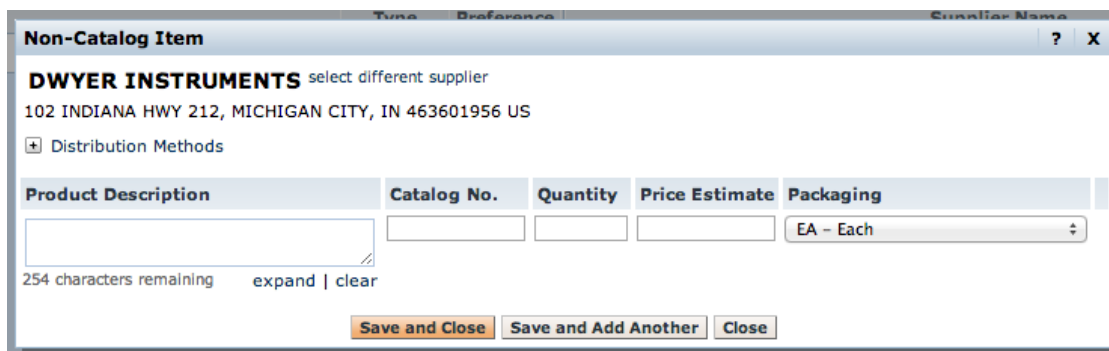


Showing 1 - 1 of 1 results

Results per page 20 Sort by: Best Match

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.



Non-Catalog Item

**DWYER INSTRUMENTS** select different supplier

102 INDIANA HWY 212, MICHIGAN CITY, IN 463601956 US

+ Distribution Methods

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA - Each

254 characters remaining expand | clear

Save and Close Save and Add Another Close

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