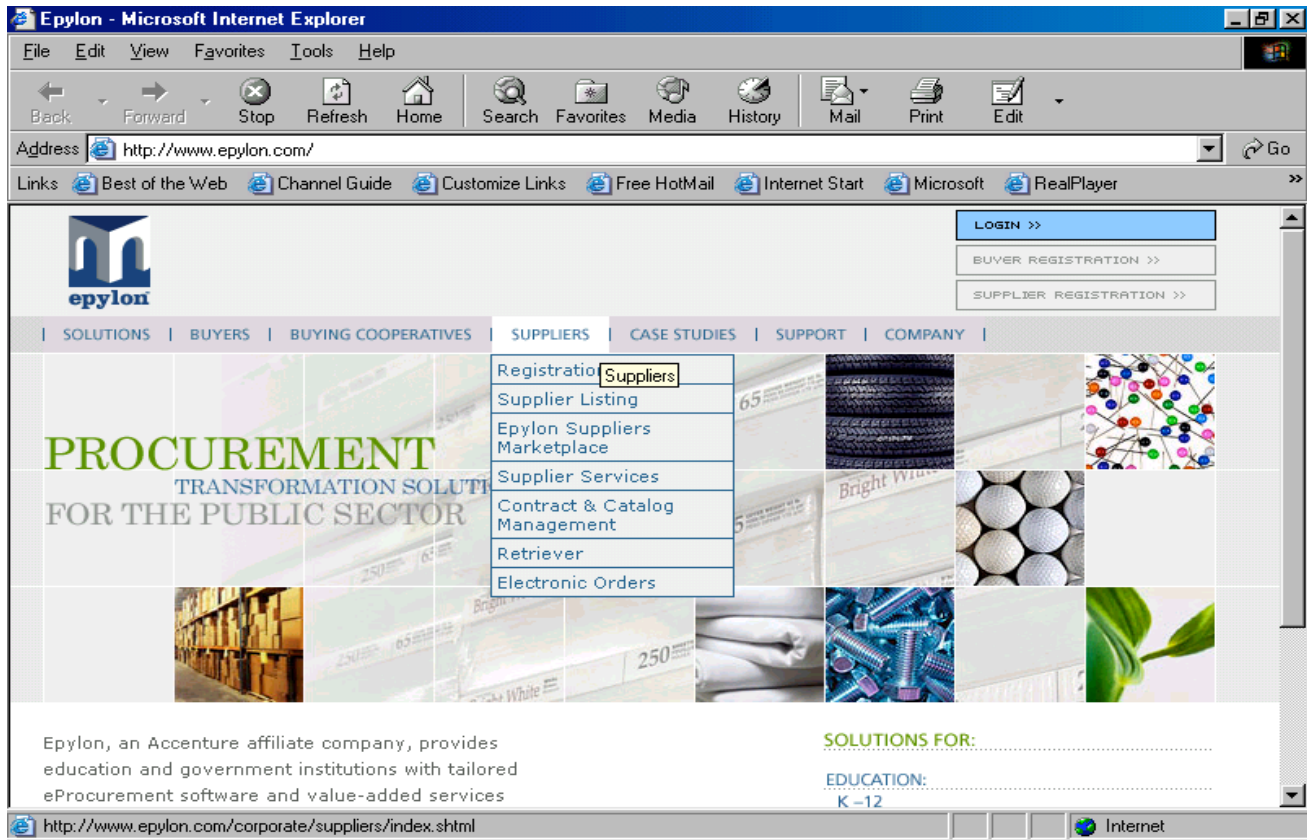
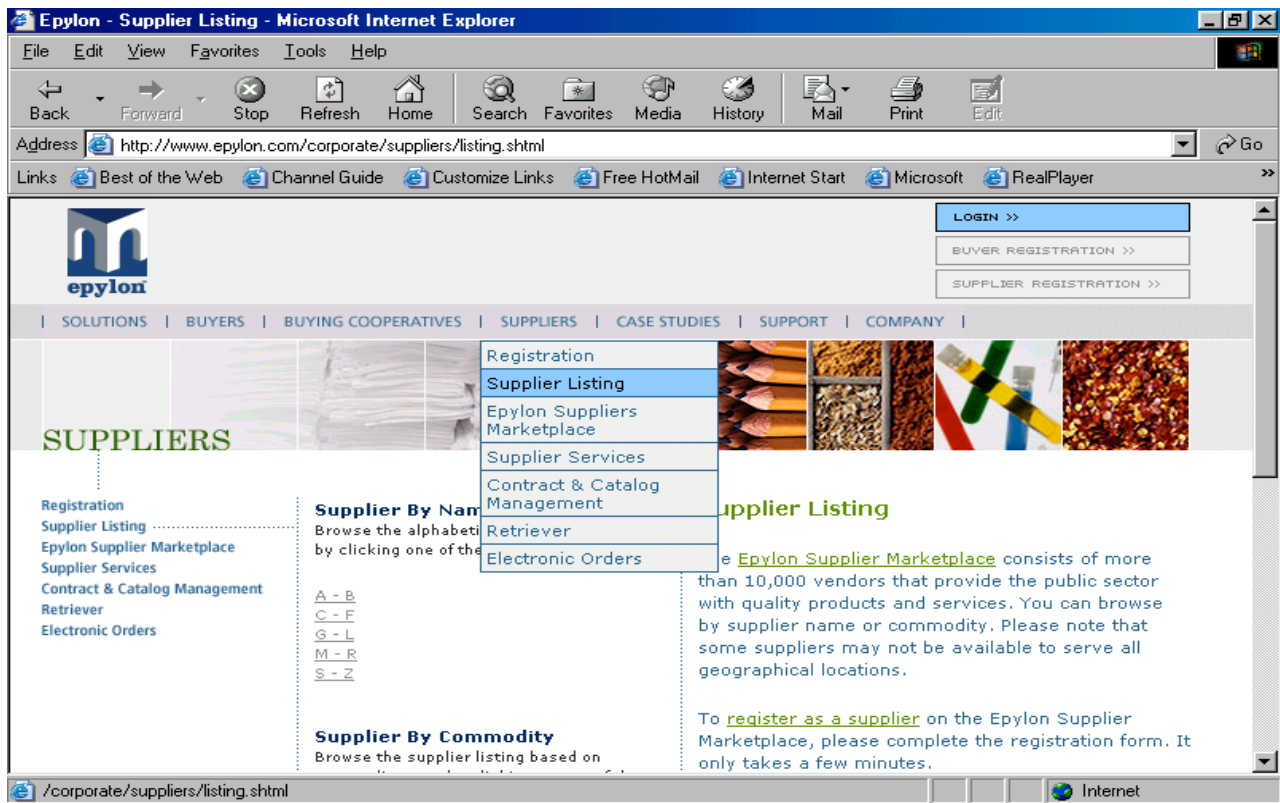


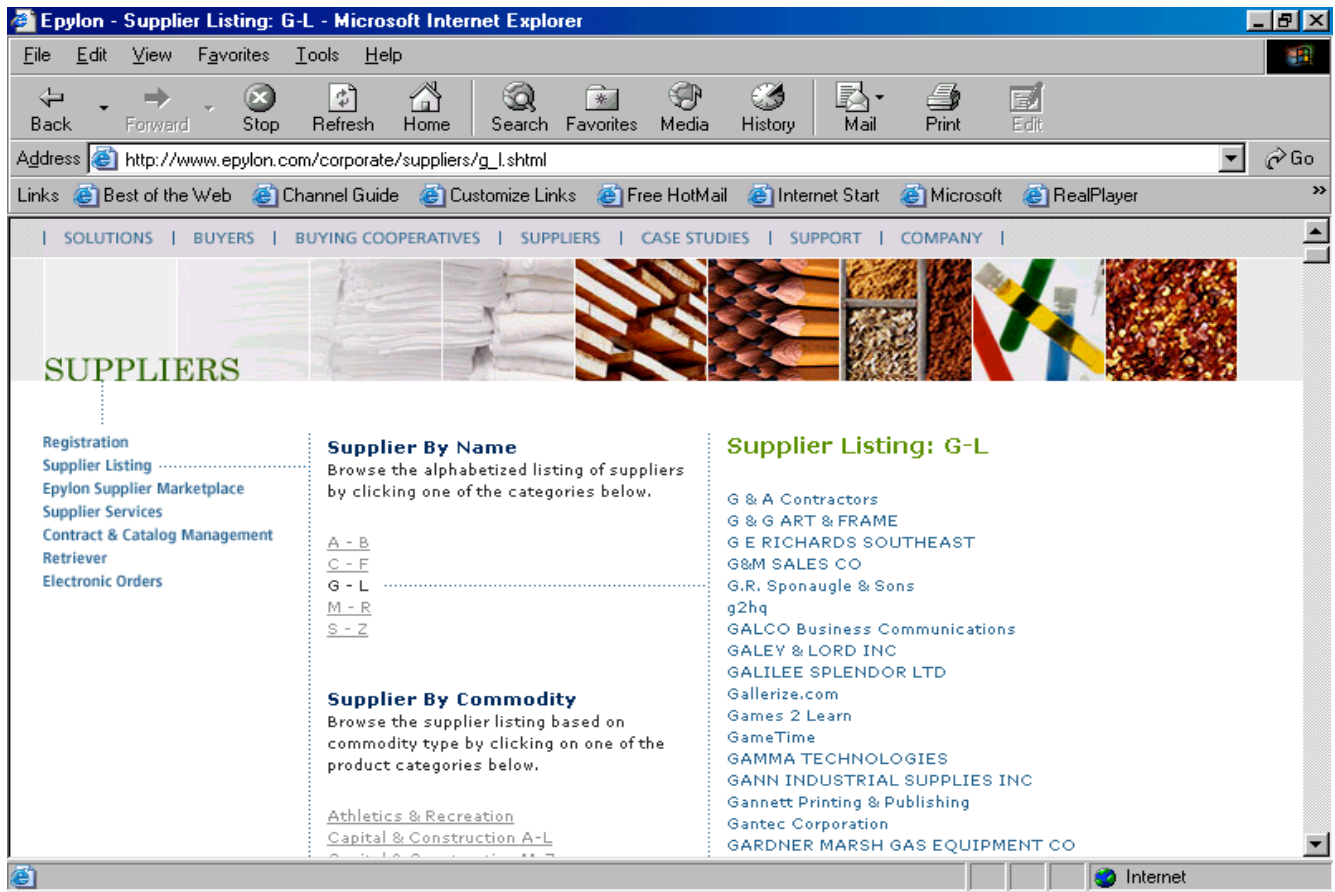
You can use this process to search for a certain vendor (by name) or vendors for products you use/need.



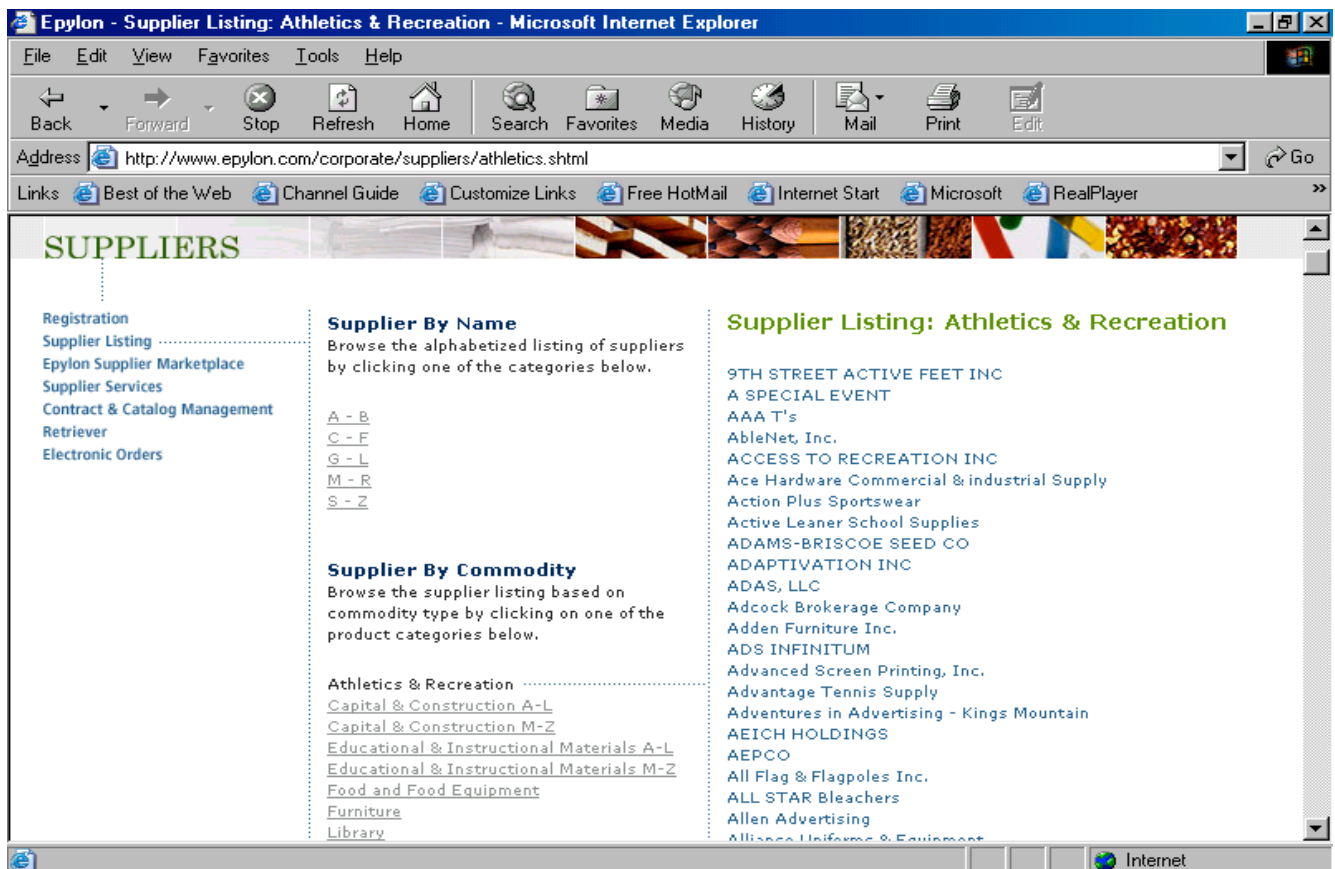
1) Before you log in – click on “Suppliers” in the menu box.



2) Choose “Supplier Listing”. This will give you the option to search by the supplier’s name, or by the type of product that you need (i.e. – Office supplies, Maintenance & Operations, etc..)



3) Choosing a letter will give you an alphabetic list of vendors.



4) Choosing a type of supply will bring up a list of vendors who supply those types of items.
 5) THIS IS ONLY MEANT TO HELP YOU – LIST CONTAINS INACTIVE VENDORS.