The following instructions outline the steps in searching for a Vendor Number using the Preferred Vendor field when creating a Shopping Cart.

1. Begin by clicking on the search icon in the Preferred Vendor field.

2. The Vendor search window will appear. You can use many of the fields to search for a vendor (e.g., Search Term 1, Name 1/last name, Street, etc); however, Name1 is the recommended field.

3. Enter the name of the vendor. For better results, enter an asterisk (*) before and after the partial word of the vendor.

Note: An asterisk can be inserted anywhere in the string of characters. For example, if there's doubt Lakeshore is one word or two, *lake*shore* can also be entered to yield results.

4. Verify the "More Search Helps:" dropdown shows Supplier. Click on the Starch Search button.

5. If multiple results are displayed, scroll to the right to view address information and then highlight the appropriate vendor. Click on the gray box.

6. Click on the Ok button.

7. The vendor number will automatically populate in the Preferred Vendor field.