Search & Order - Hosted Vendors

STEP 1:  Click supplier’s catalog button. **Hosted suppliers do not have an icon in the top right corner.**

STEP 2:  Search via stock/item number or search by category filters. Leave Search field blank and simply click Search to filter by category.

STEP 3:  Enter quantity desired, then press Add to Cart.
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STEP 4: After all items are added, click on the link that says ____________item(s) added, view cart.

STEP 5: Based on your assigned role, click on Proceed to Checkout or Assign Cart.