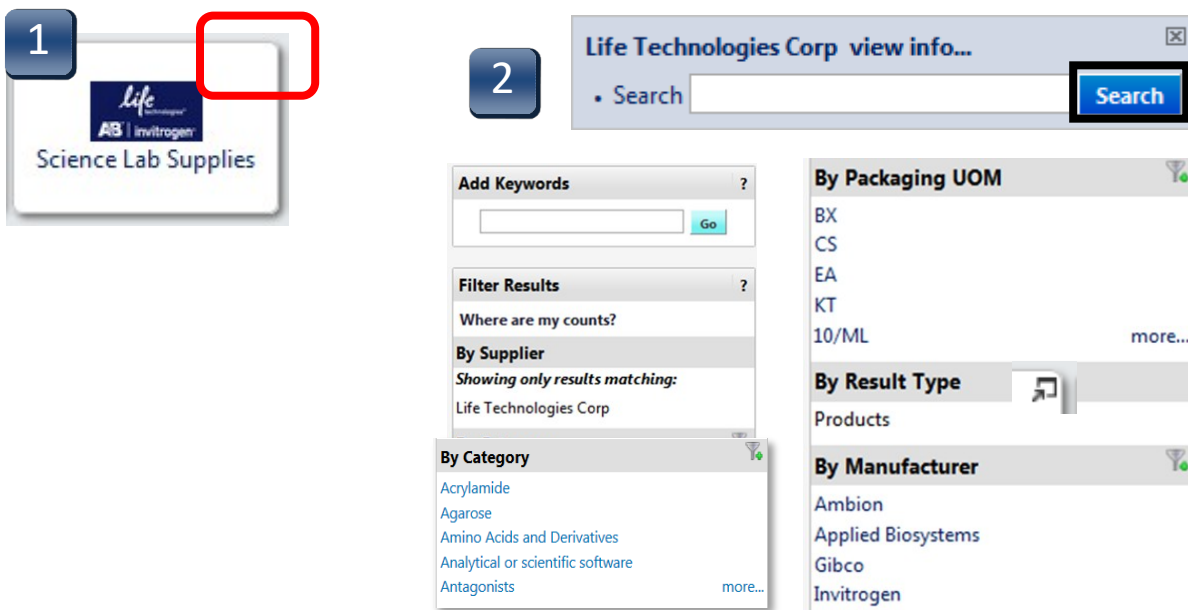


Search & Order - Hosted Vendors

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**.



Search & Order - Hosted Vendors

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**.

