

Suppliers

- **Looking up a Supplier by Name:** Under *Requisition Settings* click on the magnifying glass on the Supplier line, a Supplier Search will come up, type the name of your Supplier in the Name field and click **Find**. If you are trying to look up a Supplier by name without entering a req, go to **Main Menu/Suppliers/Supplier Information/Add Update** (although you won't be able to do anything but view) and you can search by any Supplier name. If the Supplier you are looking for isn't in the system, email the [supplier information](#) to suppliers@slco.org and MFA can set a Supplier up for you – be sure to include the email contact for the Supplier. If you do not have **Suppliers** as an option from your **Main Menu**, please put in a request to IS to have access to view Supplier Information.