Searching for a Vendor
1. To search for a vendor, click on the Suppliers button under the Shop bar.
2. This opens the master list of vendors that are available in PelliBiz.
3. The number of results per page can be edited through the drop down menu.
4. Expand the Search for Supplier box to narrow the search.
5. Enter the vendor name, partial name, or Banner P number in the Supplier field and click Search.
6. Any vendors fitting within the search parameters will be shown.
7. Click on the vendor name to view their contact information.