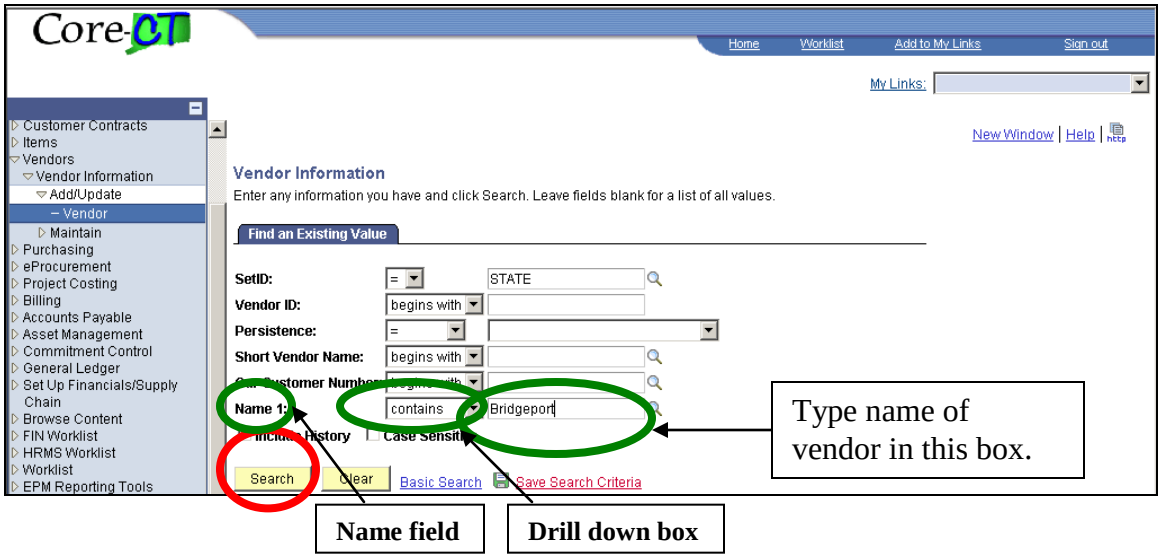
Vendor Look up

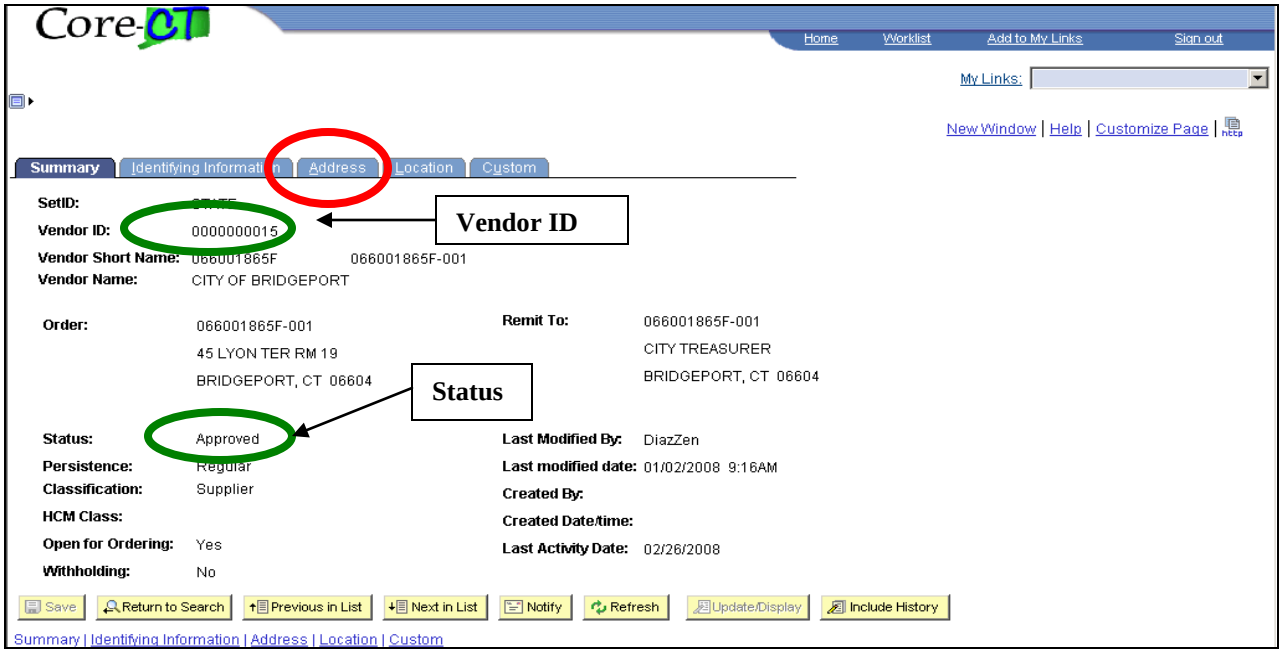
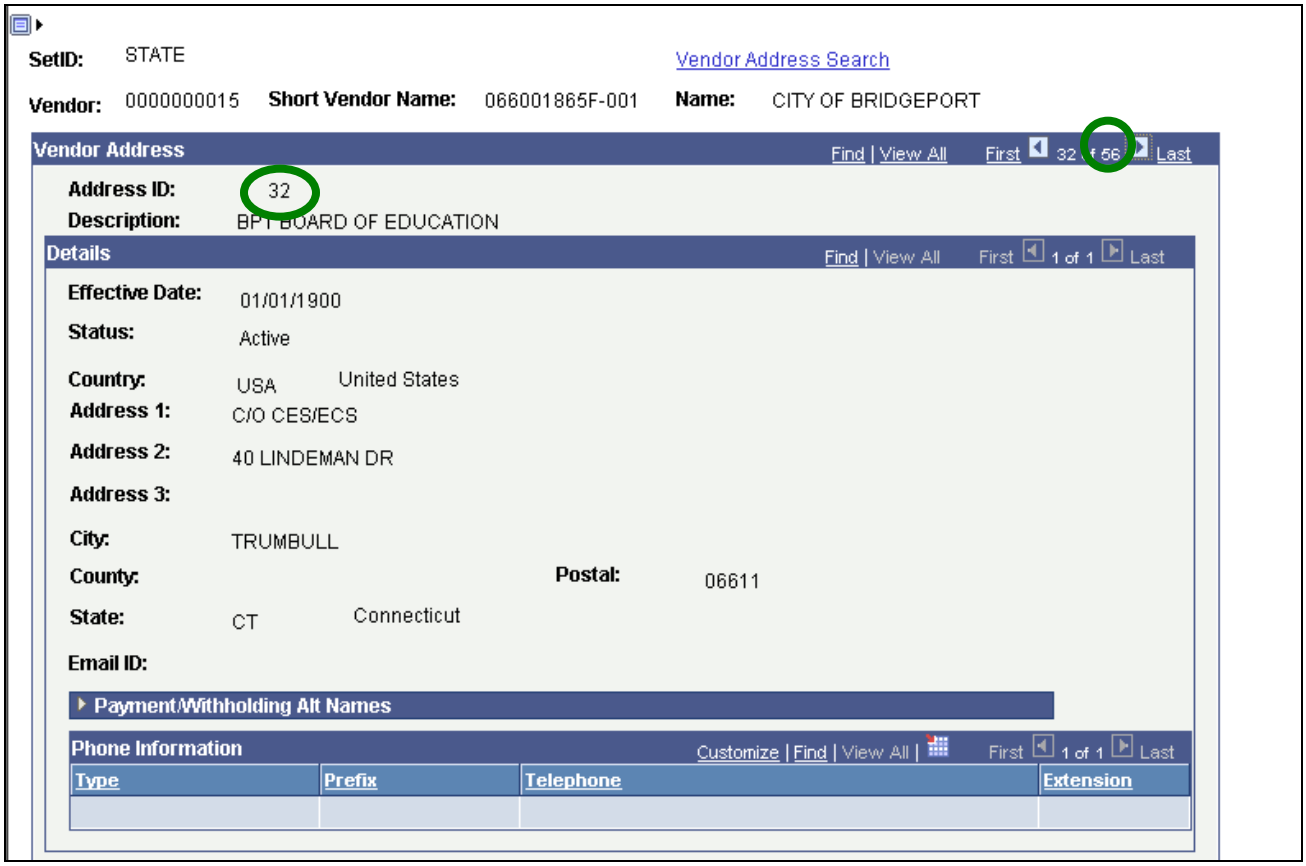
Below are instruction on how to look up a vendor in CoreCT. From the left hand menu, Navigate to: Vendors > Vendor Information > Add/Update > Vendor

1) In the "Name 1" field, type the name of the vendor you are looking for and select "Contains" in the drill down box and then click Search. See example below.



2) Click on the vendor

3) Information containing vendor information will appear. The Summary Tab will display information such as Vendor ID, main address and status. Make sure the status states "Approved". Click on Address Tab to see if there are multiple addresses from which to choose.



As you can see here, the City of Bridgeport has 56 addresses. If the address you are interested in is not the main address, please make a note on the requisition Justification Summary, indicating the desired address you want referenced on the purchase order.