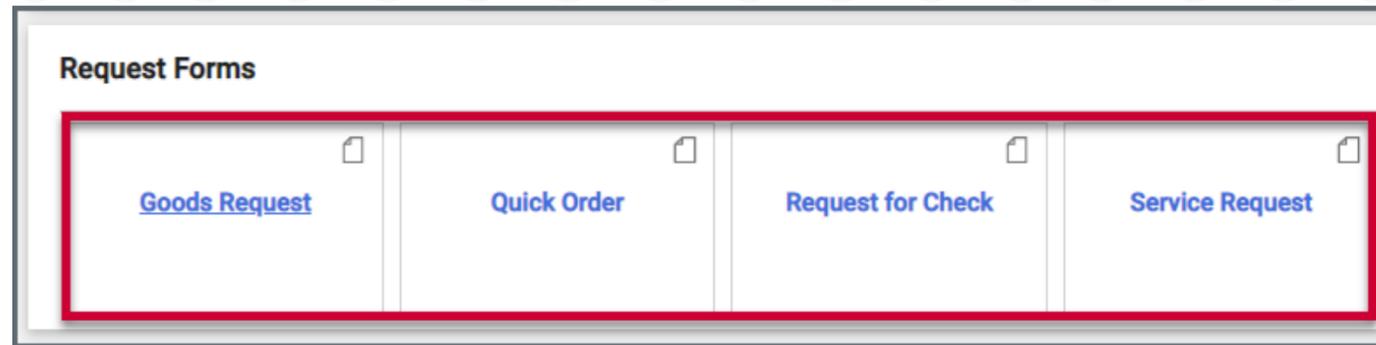


- **Before Inviting a Supplier, make sure to see if they are already registered, or if you can obtain the good or service from another already registered supplier.**
- **In Marketplace, Scroll down to Request Forms on the home page, and select any form to search for active suppliers.**



- **Once inside a form, start typing the supplier's name in the Enter Supplier field. The supplier will pop up to confirm they are in the system. You can also click the 'Supplier Search' link under the text field to open up the supplier search window.**

