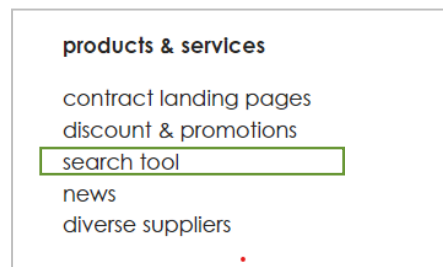




How to Use the MHEC Online Search Tool

1. From the top navigation menu, select the "search tool" option. This will bring you to the "Search The MHEC Database" page. From this page, you can begin your search.
2. Use the drop-down menus for each field to define your search categories. The more you select, the more refined your search will be.
3. If you want to know if a supplier is on a contract and what contract they are on, begin your search by locating and selecting the supplier from the "Supplier" drop down menu. Doing so, will refine the information. Now when you select the "contracts" drop down menu you will see what contract(s) this supplier is awarded on allowing you to choose the contract that suits your need.



4. Next select the "Brand" drop down menu to see a list of brands this supplier is on contract for. You may select a brand to refine the date further or just go ahead and view all their information by clicking "Search" button. The "Search" feature, produces a table with the supplier's brands, discounts, freight and other pertinent information. To locate the contact for the supplier simply click on the supplier name link. This will bring you to another page where you can view all contact information for that particular supplier. Scroll up and down to view all contacts. Note: These are the main contacts who are assigned the MHEC contract.



5. Filter Box: Use this Box to search the results displayed by your selection, it will filter the results and display only items with the keyword you type here.
6. To view the complete contract PDF, return to the search results page and click on the contract number. It may be beneficial to you to view the PDF as it contains a "contracts highlight" page which provides a snapshot of the contract. The main page of the PDF also provides you the MHEC Contract Managers name and contact information. This is helpful in the event questions arise.

Keyword Search Feature: This feature allows you to search using a keyword. It will find that particular keyword in wherever it is used in any contract. Example: If you search for "Chair", it will find all the instances of that word in ANY contract, supplier, brand or category field. Enter your keyword and click on the Keyword Only Search button

HELPFUL TIPS:

1. To Start a New Search: Select the "NEW SEARCH" button which will reset any drop down or keyword selections.
2. Using Find Function: Once the results are displayed, you may search the returned values by using your browser's search feature.
 - Press CONTROL-F and enter the desired search term.
 - Depending on what browser you use, your search term will be highlighted wherever it appears in the results.
3. To clear a selection: from Contract, Vendor, Brand or Category, click the button to the right of the selection, shown as
4. Web links in SEARCH RESULTS:
 - Click on the Contract number to take you directly to the PDF contract.
 - Click on the Supplier Name to take to a page with the company, contact and contract terms, information for that supplier.
 - Click on the Price link to take you to the PDF or Excel price file.