

MANDATORY CONTRACT SEARCH

1. Click on the link below

<http://vendornet.state.wi.us/vendornet/default.asp>

2. Login:

- a. General logon: **caps**

- b. Password: **badger**

3. Click on the "GREEN" button in the upper right-hand corner that says "Search Bids/Contracts"
4. Click on the "Contracts" link
5. Enter the TYPE of product that you are looking to purchase and then click the "Search VendorNet" button
 - a. Our contracts typically are 10 digits in length (all numbers)
 - b. Click on the contract number to link to the contract
 - i. Check the effective dates of the contract under the "TERM" section
 - ii. Check to see if the contract is mandatory under "Mandatory Purchasing"
 - iii. You will find more information about the contract under the "Scope" section
 - iv. The list of vendors and contract document(s) are typically under the "Attachments" section