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