SUPPLIERS WITH MULTIPLE ADDRESSES: If a Supplier has multiple ordering addresses you will only see them all if you search from the “supplier search” link. Search as shown below:

From any Form: click the “supplier search” link

Enter the Supplier Name here: Click Search

EXAMPLE: Supplier Name entered as Amato: Search results shows 12 Ordering Addresses. Click "Select" to select the one you want

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SUPPLIERS WITH LONG NAMES (especially with common words; National, Association, Maine, etc.):

Use a Unique portion of the Suppliers Name.

**Example:** Maine Public Relations Council: Search **RELATION**

**Example:** National Organization for Women: Search **WOMEN**