

Product/Vendor Finder “Help Guide”

It's as easy as 1-2-3!



Step 1) You can access the “Product/Vendor Finder” page from two places on the Mohave website. On the main home page under the “Quick Start” menu or from the “Member Purchasing Services” web page.

Step 2) All Mohave’s contracts are initially displayed in alphabetical order by Vendor Name (there are 20 pages of vendors, they are listed 10 at a time); however, you have many options of displaying this information by clicking on the column heading to generate ascending or descending results based on:

- Option A: *Vendor names* (if you click on a vendor’s name you can view contract details)
- Option B: *Contract numbers* (if you click on an actual contact number it will download the entire contract zip file)
- Option C: *Product/Services*

* At any time while you are searching for a vendor, you can click on the “A-Z” letter for the first name of the vendor you are looking for.

** If you want to find a list of a specific product or vendor, you can click on the [Search by Product](#) or [Search by Vendor](#) button.

Step 3) At any time, you want to return to the “Product/Vendor Finder” home page just click on the [Product/Vendor Home](#) button. To navigate to the main home page you can click on the “MESC logo” or by clicking on “Home” at the bottom of the page.

The [Member Information](#), [Mohave Information](#), and [Vendor Information](#) tabs in the side navigation directs you to specific locations on our Mohave website.

Please send us your feedback!
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