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## SEARCH INSTRUCTIONS

1. Go to: [www.mhec.net](http://www.mhec.net)
2. Select the Search button and from the drop down menu click on "Search the Database"
3. Search page appears. Works best if you know the contract number. Click on the drop down arrow in the far right of the Contracts white-bar. List of 67 contracts appears.
4. Click on the Contract Number you are interested in. (**processing...please wait** message will display quickly.)
5. Click on any one of the remaining white-bar drop down arrows and your search will be limited to those vendors, brands, and product categories within the specific contract you've already selected.
  - If the contract you selected exceeds over 2,200 products then you will see a note below the blue bar which directs you to "**please continue to refine your search**"
6. Once you are satisfied with your selection, then click on "**results tabular**" which will take you to the next page. You'll see detailed information on discounts, net price, etc.
7. Keyword search tips - Our site is designed with two searchable fields (columns). Only ProdSubCat and ProdSubSubCat, are searchable on the spreadsheet shown here. ProdCat (Product Categories) have been predetermined by the MHEC analyst and a complete list of Product Categories is provided on the Contract Notes page.

Type in your keyword and the computer will search both the ProdSubCat and ProdSubSubCat fields (columns).

### EXAMPLES:

ProdCat	ProdSubCat -Keyword	ProdSubSubCat-Keyword
Printer	<b>Inkjet</b>	
Mowers		<b>Commercial</b>
Educational Supplies	<b>Clay</b>	

8. **LINKS** – Click on the **Contract number** which brings you directly to the PDF contract. First page of the contract will reference the analyst name and phone number if you should have any questions on that particular contract. Click on the **Vendor Name** which brings you directly to the vendor's company information, contract terms, and contact information.
9. If you do not select a contract first, each drop down will show the entire database list.

If you know the vendor name then click in that bar first. You can still check the contracts bar and click on the appropriate contract if more than one appears. This works the same way for Brand and Product Category. You can narrow your search by limiting the number of contract numbers that may appear since many vendors are on several different contracts.

For training questions please call: Joan Miller-Seba (413) 577-3550 or e-mail [joanmiller-seba@mhec.net](mailto:joanmiller-seba@mhec.net)