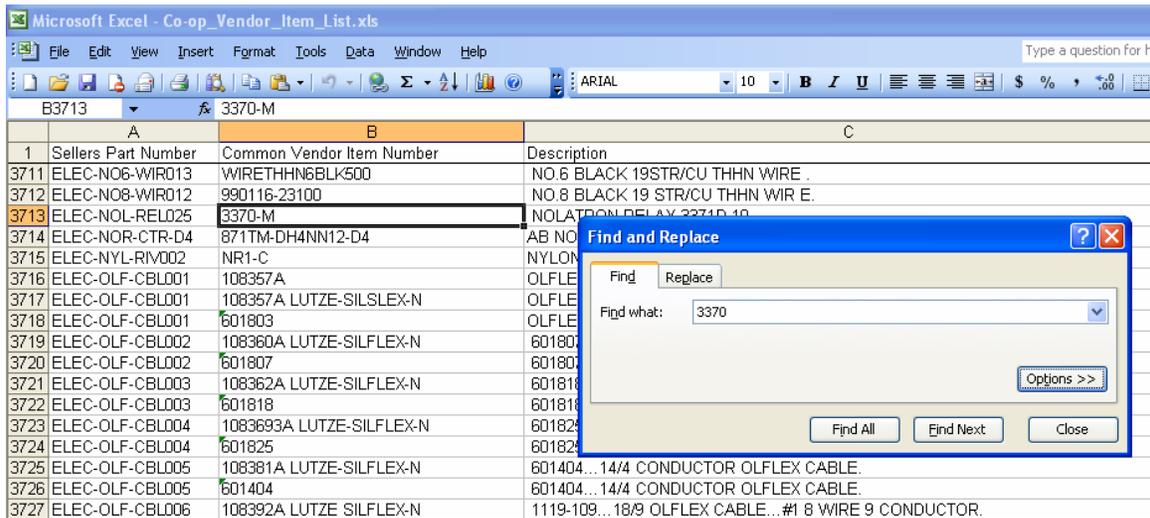


## Getting Started

- Download the Co-op\_Vendor\_Item\_List.xls from our website by using the “Save” option. NOTE: “Open” will take a considerable amount of time as the file is over 3 MB and will continue to grow.
- Using MS Excel, perform a “Find” (from the Edit menu) to look up a vendor item number.



The screenshot shows a Microsoft Excel spreadsheet titled "Co-op\_Vendor\_Item\_List.xls". The spreadsheet has three columns: "Sellers Part Number", "Common Vendor Item Number", and "Description". The row for "3370-M" is highlighted. A "Find and Replace" dialog box is open, with the "Find" tab selected and the text "3370" entered in the "Find what:" field. The dialog box also has "Find All", "Find Next", and "Close" buttons.

	A	B	C
1	Sellers Part Number	Common Vendor Item Number	Description
3711	ELEC-NO6-WIR013	WIRETHHN6BLK500	NO.6 BLACK 19STR/CU THHN WIRE .
3712	ELEC-NO8-WIR012	990116-23100	NO.8 BLACK 19 STR/CU THHN WIR E.
3713	ELEC-NOL-REL025	3370-M	NOLATION DELAY 33710-10
3714	ELEC-NOR-CTR-D4	871TM-DH4NN12-D4	AB NO
3715	ELEC-NYL-RIV002	NR1-C	NYLON
3716	ELEC-OLF-CBL001	108357A	OLFLE
3717	ELEC-OLF-CBL001	108357A LUTZE-SILSLEX-N	OLFLE
3718	ELEC-OLF-CBL001	601803	OLFLE
3719	ELEC-OLF-CBL002	108360A LUTZE-SILFLEX-N	601803
3720	ELEC-OLF-CBL002	601807	601803
3721	ELEC-OLF-CBL003	108362A LUTZE-SILFLEX-N	601818
3722	ELEC-OLF-CBL003	601818	601818
3723	ELEC-OLF-CBL004	1083693A LUTZE-SILFLEX-N	601825
3724	ELEC-OLF-CBL004	601825	601825
3725	ELEC-OLF-CBL005	108381A LUTZE-SILFLEX-N	601404... 14/4 CONDUCTOR OLFLEX CABLE.
3726	ELEC-OLF-CBL005	601404	601404... 14/4 CONDUCTOR OLFLEX CABLE.
3727	ELEC-OLF-CBL006	108392A LUTZE SILFLEX-N	1119-109... 18/9 OLFLEX CABLE... #1 8 WIRE 9 CONDUCTOR.

- If you find the item, then contact the person, or persons listed on the right of the spreadsheet to check stock and availability. You may want to call the person to introduce yourself if this is your first time requesting from the person.