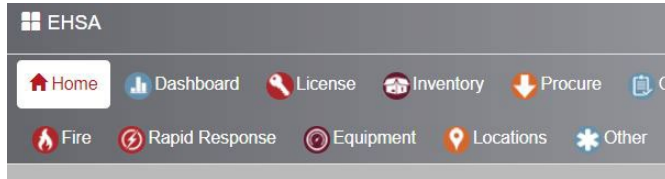
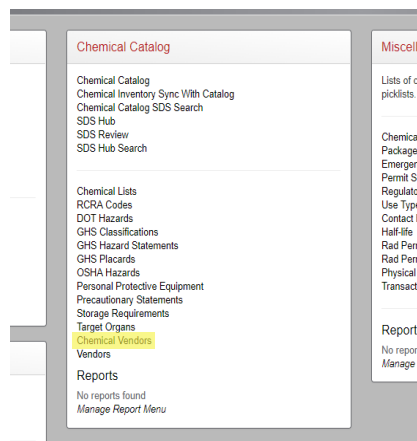


How To Add Chemical Vendor

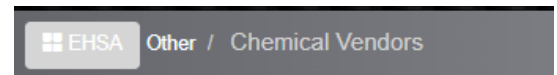
1. Go to <https://onsite.uwyo.edu/EHSA/>
2. Enter your usual University login information
3. Once logged in, select **Other** tab from the EHSA main menu.

The login form for EH&S Assistant. It has a header with the text 'EH&S Assistant' and 'v2.0.6810.25224'. Below the header, there are two input fields: 'Login ID' and 'Password'. Each field has a small orange warning icon and text below it: 'Login ID is required' and 'Password is required'. At the bottom of the form is a blue 'Sign in' button.

4. Select **Chemical Vendor** from the chemical catalog box.



5. Select **Add** in the upper left-hand corner.
6. Fill in all known information. All highlighted boxes should be filled.
7. Select **Save**

A set of three buttons: a yellow '+ Add' button, a grey 'Edit' button with a pencil icon, and a grey 'Delete' button with a trash can icon. Below these buttons is a 'Vendor Code' field with an upward arrow.A form titled 'Add Chemical Vendor' with a dark grey header. The form contains several input fields, some of which are highlighted in yellow: '*Vendor Code', 'Alt. Vendor Code', '*Vendor Name', 'Address 1', 'Address 2', 'City', 'State / Province', 'Zip / Postal Code', 'Phone #', 'Vendor Website', and 'SDS Website'. A blue arrow points from the yellow 'Vendor Code' field to a text box on the right.

Vendor code should be a shortened version of the vendor name or an abbreviation if applicable.