

## **Preferred Supplier Admin (PSEA)**

- My Applications
- Preferred Supplier Admin

### **Create New List**

- Start typing supplier name in “Search by Supplier” box and choose from drop down as they are generated
- To search by ASI#, type it in the “ASI#” box and choose from dropdown as they are generated
- To add more than 1 ASI#, separate by a comma
- Once you have the supplier(s) you want, click “Add” so they appear in the table on the right
- If you have existing lists, you can choose from the “Copy an existing list” dropdown and click “Copy” and you can then edit the contents of that list on your new one without compromising the original
- Name your list in the “List Name” box
- To change rank, choose a number from the dropdown on each supplier
- Or, mark multiple suppliers, change the number in the dropdown and click “Rank”
- Save

### **Import List**

- Click “View Formatted Worksheet” and enter your supplier information in that workbook
- Save your workbook
- Click “Browse” and choose the file you just created
- Name your list in the “List Name” box
- Next
- Edit your list in the table on the right (follow the steps for ranking above)
- Save
- To publish your list, click “Add to Library”