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EXCLUDED PARTIES LIST SYSTEM (EPLS)

1. Go to www.epls.gov.
2. On left side of page click on 'multiple names'.
3. You will get a pop-up box that says "Important EPLS Multiple Name Search Information". Click on the X in the upper right hand corner.
4. There will be 5 lines to input vendor names for a multiple search. Only do 1 vendor at a time. Searching for multiple vendors could result in inaccurate results.
5. Use capital letters at all times. Type in the word "AND" between all words in the vendor's name. Use a space between each word. Example:
 - a. GRAINGERS will search for Grainger's
 - b. A AND S AND TRANSMISSIONS will search for A&S Transmissions.
6. Check the box for "Partial Name".
7. Click "Search".
8. Search results will pop up. Print this page and include with each PO.
9. You must check the vendor each time you submit a PO. Vendors can be disbarred at any time. If a vendor has been disbarred we are required to find a different vendor.
10. There is a place on all PO's that you must sign stating you checked to ensure the vendor had not been disbarred.
11. If you have any questions call Christina Waddell @ 602-542-4490.
12. If you are having problems with the web site call the EPLS help desk @ 1-866-472-3757.