**How to find a supplier**

1. Type in a vendor name, partial or full



1. You may see many results, you are looking for Supplier



1. Click on the supplier name in blue (the hyperlink) – this is the Supplier information



1. You can see any Purchase Orders issued to the Supplier.



1. You can see Invoices and Payments against the Supplier.



1. IN THE FUTURE - In the search bar, type Find Suppliers



1. Click on Find Suppliers under Tasks and Reports



1. You can start typing the Supplier name in the Supplier Field

