**How to find a supplier**

1. Type in a vendor name, partial or full

A picture containing text, screenshot, font

Description automatically generated

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

A screenshot of a search results page

Description automatically generated with medium confidence

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

A screenshot of a computer

Description automatically generated with medium confidence

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

A screenshot of a computer

Description automatically generated with low confidence

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

A screenshot of a computer

Description automatically generated with medium confidence

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

A green and white rectangle

Description automatically generated with low confidence

1. Click on Find Suppliers under Tasks and Reports

A close-up of a computer screen

Description automatically generated with low confidence

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

A screenshot of a computer

Description automatically generated with medium confidence