PS Financials 9.2

Vendor Search

1. Click in the Purchasing & Payables Inquiry.

2. Click in the Department field and enter the desired information. For this example, please enter "7101". This example uses department, however, you can also search by Project if that is more appropriate.

3. Click in the Fiscal Year field and enter "2022".

4. Click in the Vendor field and click on the Look Up Vendor graphic 🔍.

5. If you do not know your specific vendor ID number, click on the Search by List `Supplier ID ∨`. Select the Name 1 option `Name 1 / Supplier ID` and enter the desired vendor name.

6. If you are not sure what the vendor name begins with, click the Advanced Lookup link Advanced Lookup. Click the list `begins with ▾`. Click the "contains" option. Click in the Name 1 field and enter the desired information into the field. For this example, please use "Office". Click the Look Up button.

	Look Up Vendor	✕
		Help

Supplier ID `begins with ∨` [ ]
Name 1 `contains ∨` [office]

[Look Up] [Clear] [Cancel] Basic Lookup

Search Results

View 100   First ◀ 1-17 of 17 ▶ Last

SetID	Name 1	Supplier ID
SHARE	COMPLETE OFFICE, LLC	0000000106
SHARE	CREATIVE OFFICE, THE	0000000280
SHARE	JOHNNY'S OFFICE MACHINES	0000003804
SHARE	LAW OFFICE OF MICHAEL G MARTIN	0000008443
SHARE	LAW OFFICE OF THOMAS D MORTIMER JR	0000007904
SHARE	LAW OFFICES OF DAVID B. BUKEY	0000007697
SHARE	LAW OFFICES OF MATHEW K. HIGBEE	0000009863
SHARE	LAW OFFICES OF SARAH LIPPEK PLLC	0000013786
SHARE	ND OFFICE OF STATE TAX COMMISSIONER	0000000743
SHARE	NDOA NORTHWEST DEVELOPMENT OFFICERS ASSO	0000000589
SHARE	OFFICE DEPOT INC	0000005522
SHARE	OFFICE OF FINANCIAL MANAGEMENT	0000002304
SHARE	OFFICE PAL, THE	0000006583
SHARE	OFFICER, MARK	0000009721
SHARE	OREGON OFFICE OF STUDENT ACCESS AND	0000013192
SHARE	USCSA NATIONAL OFFICE	0000004101
SHARE	WESTERN OFFICE INTERIORS	0000000646

7. Click the COMPLETE OFFICE LLC link.

	Look Up Vendor	✕
		Help

Supplier ID `begins with ∨` [ ]
Name 1 `contains ∨` [office]

[Look Up] [Clear] [Cancel] Basic Lookup

Search Result

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8. Click the Search button.

9. Click on the Clear button. Congratulations! You have searched for a vendor.