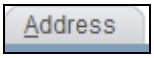
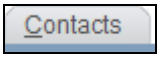
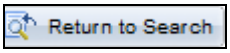
Vendors

Step	Action
1.	Click the **Main Menu** button.
2.	Click the **Vendors** menu.
3.	Click the **Vendor** link.
4.	You can search for a Vendor by entering the appropriate criteria in the **Vendor ID** or **Name 1** field. **Note:** When searching in the **Name 1:** field, filter the criteria if necessary, e.g., "*begins with*" or "*contains*".
5.	Enter the desired information into the **Name 1** field.
6.	Click the **Search** button.
7.	Review your search results carefully. **Note:** The **Name 2** column may contain a pertinent note regarding inactive vendors, how a company may be currently "doing business as", or a reference to a specific vendor number you should be using.
8.	Once you have reviewed the vendor information, select the appropriate vendor link.
9.	The first tab, **Identifying Information,** displays Vendor ID, Short Name, and Vendor Status.
10.	Click the **Address** tab. 
11.	Use the arrows to view additional addresses if available.
12.	Phone Information is displayed at the bottom of the page. You can toggle between numbers by using the arrow buttons on the right or by selecting to view all which will display a scroll area. Click the **View All** link.
13.	A scroll area is now available. Use the vertical scroll arrows to see the multiple phone types.

Step	Action
14.	Click the **Contacts** tab. 
15.	Vendor contacts are displayed if available. Click the **Return to Search** button. 
16.	This completes this tutorial. **End of Procedure.**