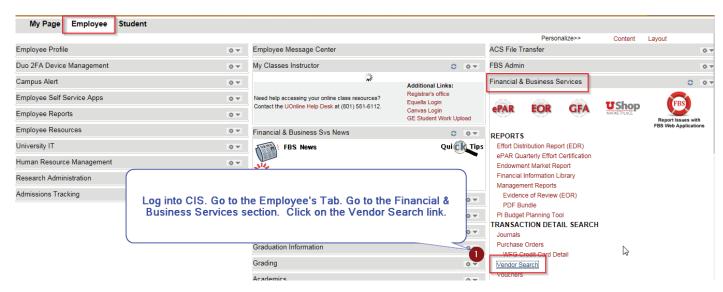


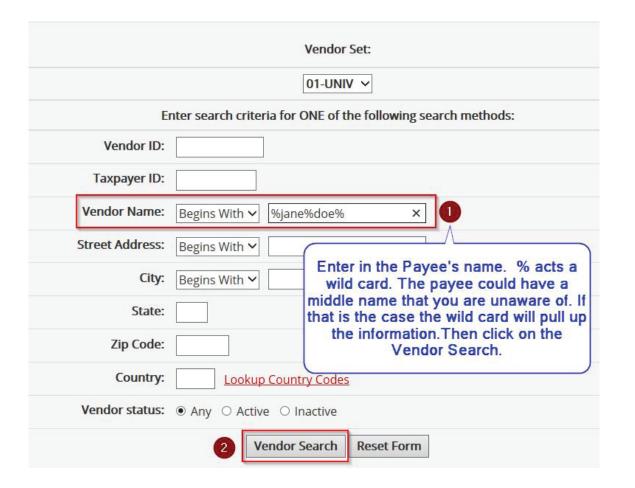
FINANCIAL & BUSINESS SERVICES

VENDOR SEARCH HOW-TO

1.



2.



3. Vendor/Voucher **Vendor Selection** ? Help Can't find your Vendor, Click here **Purchase Order Search** Vendor Search Voucher Search The Status should LOGOUT be Active Click on the icon Short Name Name Name #2 Vendor ID **UShop Status** DOEJANE **JANEDOE** 000000001 Reviewed Active

4.

