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 [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 [Supplier ID] begins with [Supplier ID]. 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.

7. Click the COMPLETE OFFICE LLC link.

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