**Looking Up a Vendor**

1. Look up a vendor **prior** to creating a requisition. Click on **Vendor Lookup** in the Purchasing Bubble.

2. Click on the binoculars and select **Find/Search**.
3. Click on the name field and type in 3-4 letters of the name and the % sign and enter.
4. Click on the Entity List in the action bar.
5. Click on a name on the Entity List. Once you’ve found your vendor, write down the vendor number on your documentation. You will then need to type in the vendor number in the **Vendor Field** on your requisition.
6. If you cannot locate a vendor, please call the Purchasing Department.