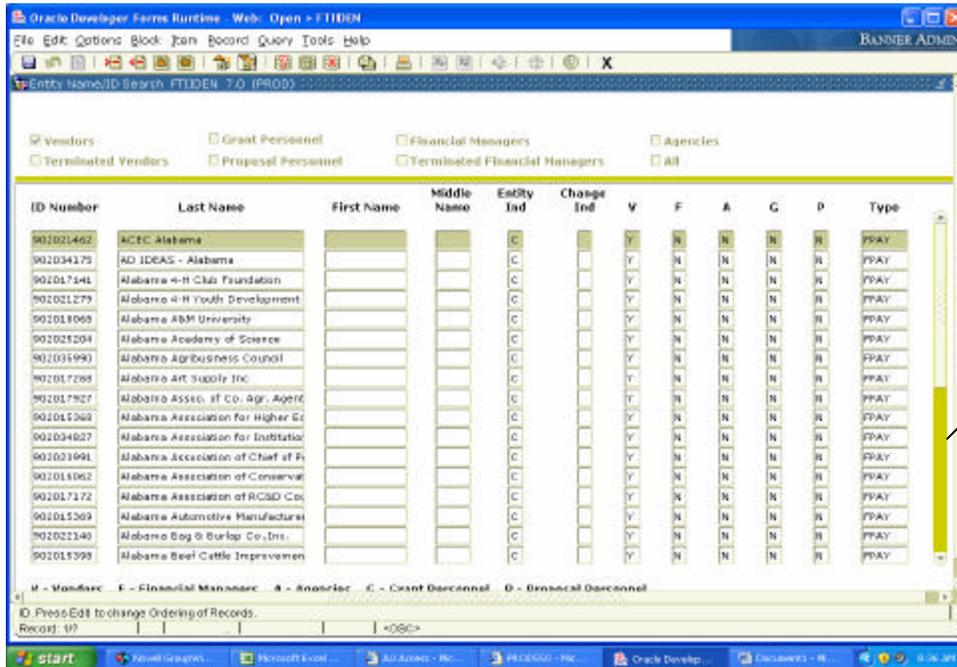


3) When in the second block of the form, perform a search for the vendor's name. Enter the last and first name or company name of the vendor you are searching for. If the correct spelling is unknown, enter “%” before and after possible spelling, then Execute Query.



4) A list of all vendors with those characters in the name will appear, along with their ID numbers. Select the required name for your document. Please note that when searching on this form, you cannot double click on the highlighted entry to be taken to another form.