How to Select a Vendor for Online Voucher

Option 1

Locate the vendor using the **Vendor Look-up** function. Click the magnifying glass next to **Vendor**.

The page below displays.
1. Enter either the vendor name in the **Name 1** field or the vendor number in the **Remit Vendor** field.
2. Click **Look Up** and the results will display.
3. Click the vendor to select.

The selected vendor populates the online voucher page.
Option 2

Locate the vendor using the Advanced Vendor Search function. This search works best when trying to locate a vendor that may have a similar name to multiple vendors.

Click the Advanced Vendor Search link.

Input the vendor name (partial names will generate more results) and click Search.

Click the vendor number link to select the vendor.

The selected vendor populates the online voucher page.