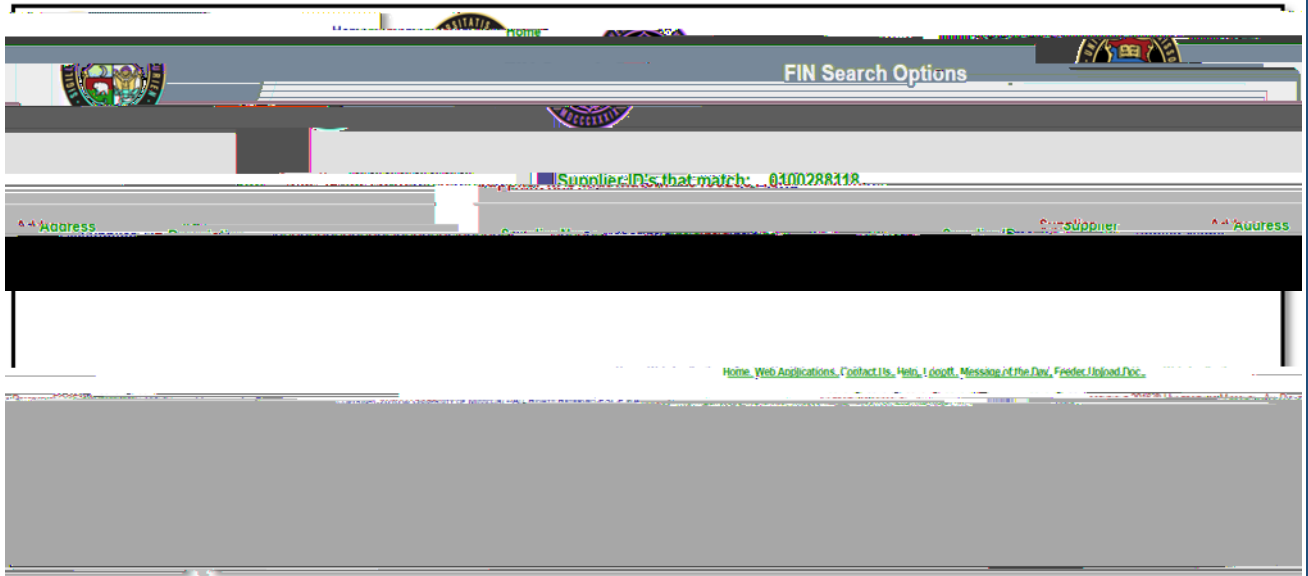




**STEP  
4A**

This screen will show the **Supplier Name, Address(es), and Status**

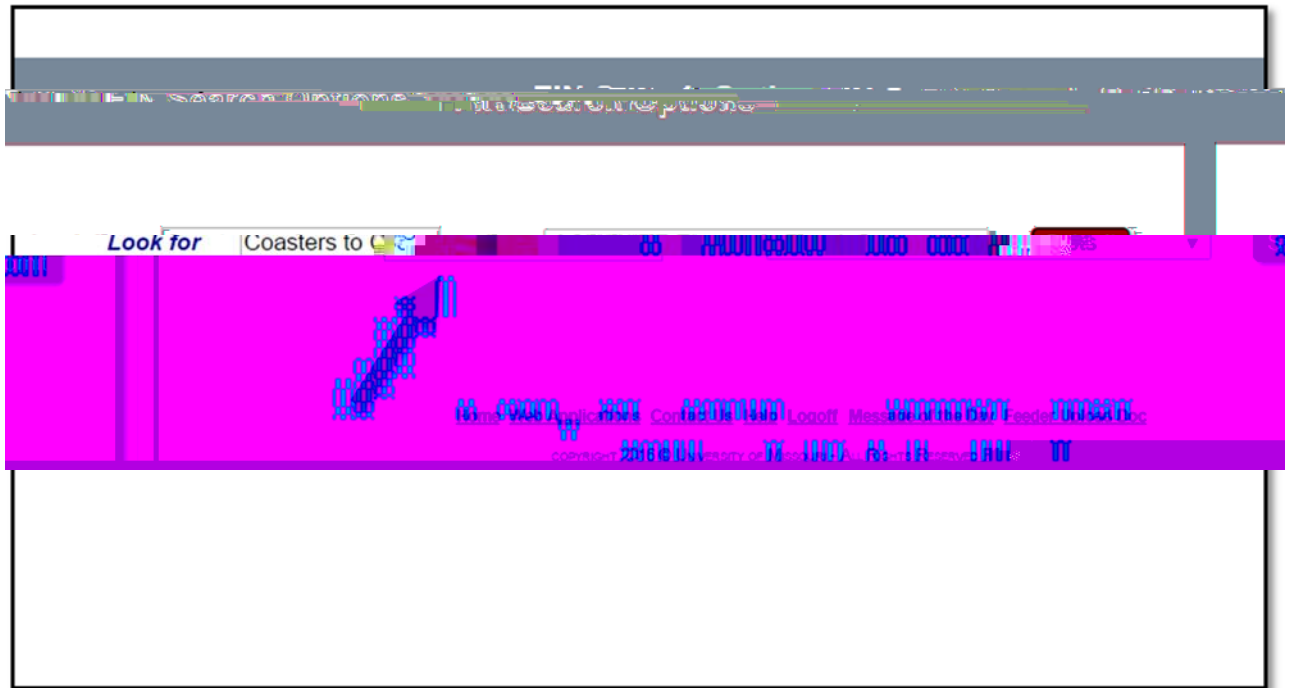


Please Note:

- If a supplier has more than one address, each address will have its own row. The address sequence number will be notated after the Supplier ID.
  - o Ex. 0100288118-2
- Clicking on the **Supplier ID** hyperlink will show voucher numbers that have been used to issue payments to the supplier.
- The **Description** is a summary of the address. The city is listed first, and then the street address.

**STEP  
2B**

To search by Supplier Name, enter the Supplier Name in the **Look For** field



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**STEP  
3B**

From the drop-down menu, select **Supplier Name** and hit **Submit**