

# FORM 13

## Tips for searching for a vendor:

**Search: Vendor Number** ☐ ✕

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**Search Criteria** Personal Value List Hide Search Criteria ⚙️ ?

Further Search Helps: Vendors (General) ▾

Search term	▾	is	▾		<span>+</span> <span>-</span>
Country	▾	is	▾		<span>+</span> <span>-</span>
Postal Code	▾	is	▾		<span>+</span> <span>-</span>
City	▾	is	▾		<span>+</span> <span>-</span>

Maximum Number of Results: 500

Search Clear Entries Reset to Default

Search in the “Search term” field and not the “Name” field.

**Next page to “How to search by “Tax ID” Number”**

## How to search by “Tax ID” Number:

If the vendor is set up with a Social Security Number, search under the field “**Tax Number 1**”

If the vendor is set up with an Employer Identification Number, search under the field “**Tax Number 2**”

**Search: Vendor Number** ☐ ✕

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**Search Criteria** Personal Value List Hide Search Criteria 🔧 ?

Further Search Helps: UM Search by Vendor Tax ID ▾

<b>Tax Number 1</b>	▾	is	▾	<input type="text"/>	<span>+</span> <span>-</span>
<b>Tax Number 2</b>	▾	is	▾	<input type="text"/>	<span>+</span> <span>-</span>
Vendor	▾	is	▾	<input type="text"/>	<span>+</span> <span>-</span>

Maximum Number of Results: 500

Search Clear Entries Reset to Default

Set up the dashes appropriately:

**Search: Vendor Number** ☐ ✕

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**Search Criteria** Personal Value List Hide Search Criteria 🔧 ?

Further Search Helps: UM Search by Vendor Tax ID ▾

Tax Number 1	▾	is	▾	<input type="text" value="123-45-6789"/>	<span>+</span> <span>-</span>
Tax Number 2	▾	is	▾	<input type="text"/>	<span>+</span> <span>-</span>
Vendor	▾	is	▾	<input type="text"/>	<span>+</span> <span>-</span>

**Search: Vendor Number** ☐ ✕

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**Search Criteria** Personal Value List Hide Search Criteria 🔧 ?

Further Search Helps: UM Search by Vendor Tax ID ▾

Tax Number 1	▾	is	▾	<input type="text"/>	<span>+</span> <span>-</span>
Tax Number 2	▾	is	▾	<input type="text" value="12-34567"/>	<span>+</span> <span>-</span>
Vendor	▾	is	▾	<input type="text"/>	<span>+</span> <span>-</span>