FORM 13

Tips for searching for a vendor:

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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**"

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