Tips for searching for a vendor:

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”

Set up the dashes appropriately:

![Search Criteria](image-url)