

Querying a Vendor

Step	Task
1.	Type FTIIDEN in the Search field and press ENTER to open Entity Name/ID Search .
2.	Click the Next Section button.
3.	Press TAB to advance to the Last Name field.
4.	Type the vendor's name [or partial name with the wildcards (% OR)] and any other search parameters you may have.
5.	Click the Go button to perform the search and view vendor name and ID. (Write down vendor ID number, if needed.)
6.	Click the Close button to return to the main menu.

To see additional information on vendors, refer to the [Querying Additional Information on Vendors](#) job aid.