


# usercreated_vendor_directory

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In the **Search for Vendor Key** field, type all or some of the vendor number and click **Search**. A list of data that matches the search criteria is displayed.

- To search through all available data, leave the **Search for Vendor Key** field blank and click **Search**. A list of all active vendors is displayed.
- Click on the column headings to sort column data in ascending or descending order.
- Select the check box in the dark blue heading row to select all vendors. Clear the check box to clear all vendors.
- Select the vendor(s) to be included and click **OK**. The selected vendor number(s) are displayed in the **Vendor Nbrs** field.
- Click **Cancel** to close the directory.