Searching for a Vendor Process: Enter **Vendor ID**, **Short Vendor Name**, or **Name 1** to search for an existing vendor and view their information.

1. Under the **Find an Existing Value** tab, verify the **SetID** field as **UTSHR**.
2. Enter the information for the vendor in **Vendor ID**, **Short Vendor Name**, or **Name 1** field.
3. Click on **Search**.
4. Search results are displayed at the bottom of the screen.
5. Select the vendor you were searching for to view their information.

- To Add or Update any Vendor Information

The Purchasing Department should be notified of the changes and they will be responsible for making any required modifications.