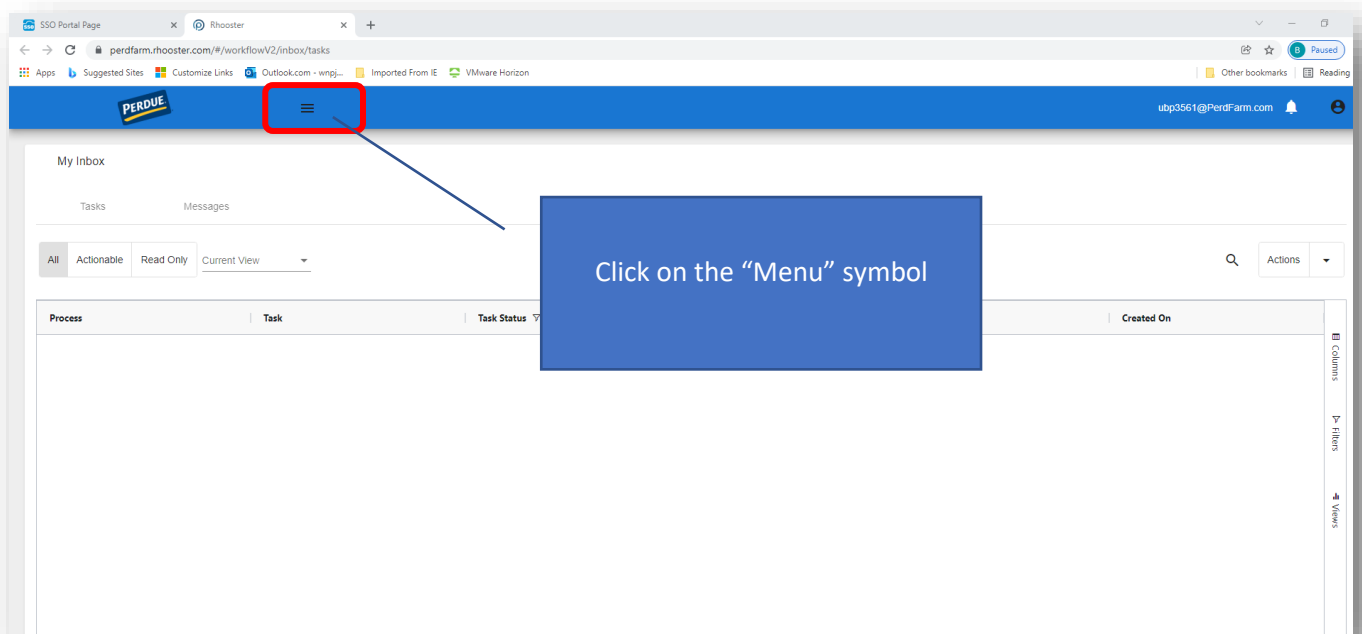
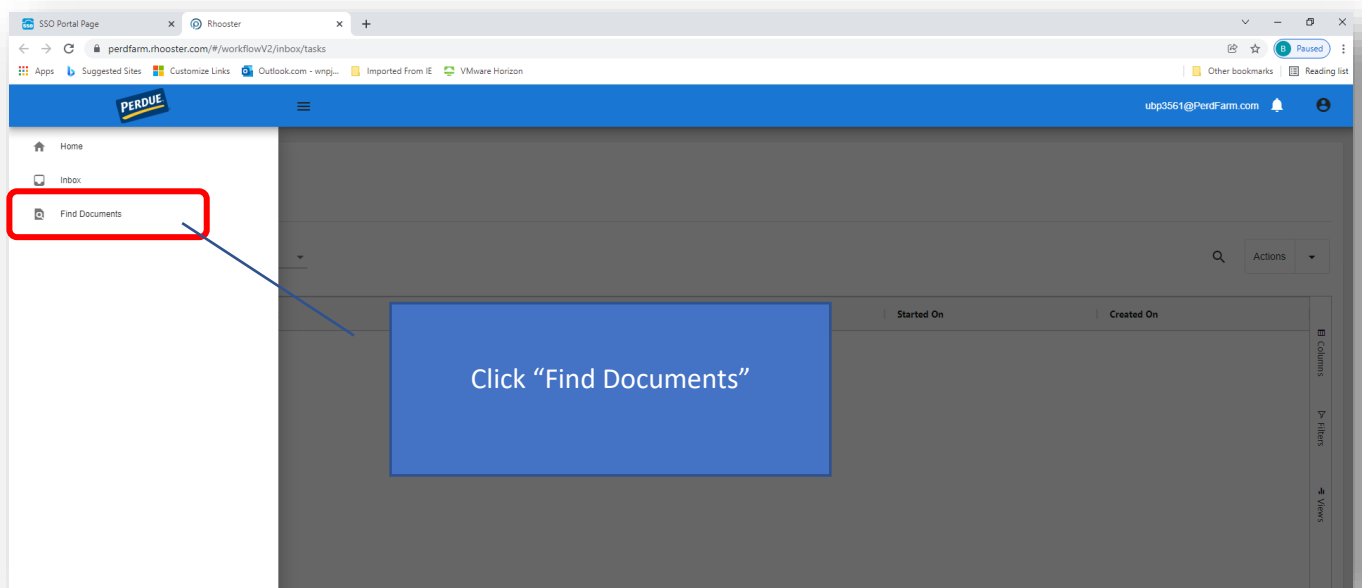


# Perdue Vendor Portal Instructions

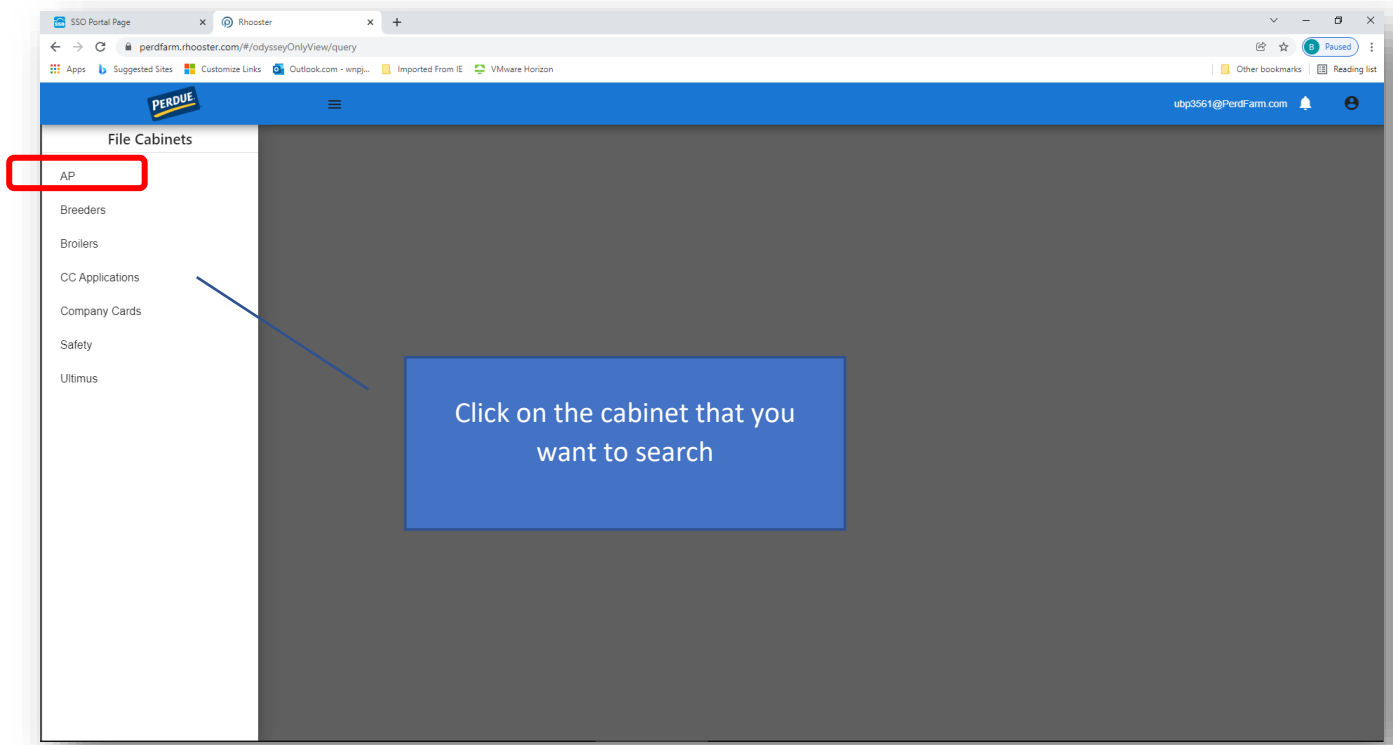
1. Click on the Menu symbol to the right of the Perdue logo



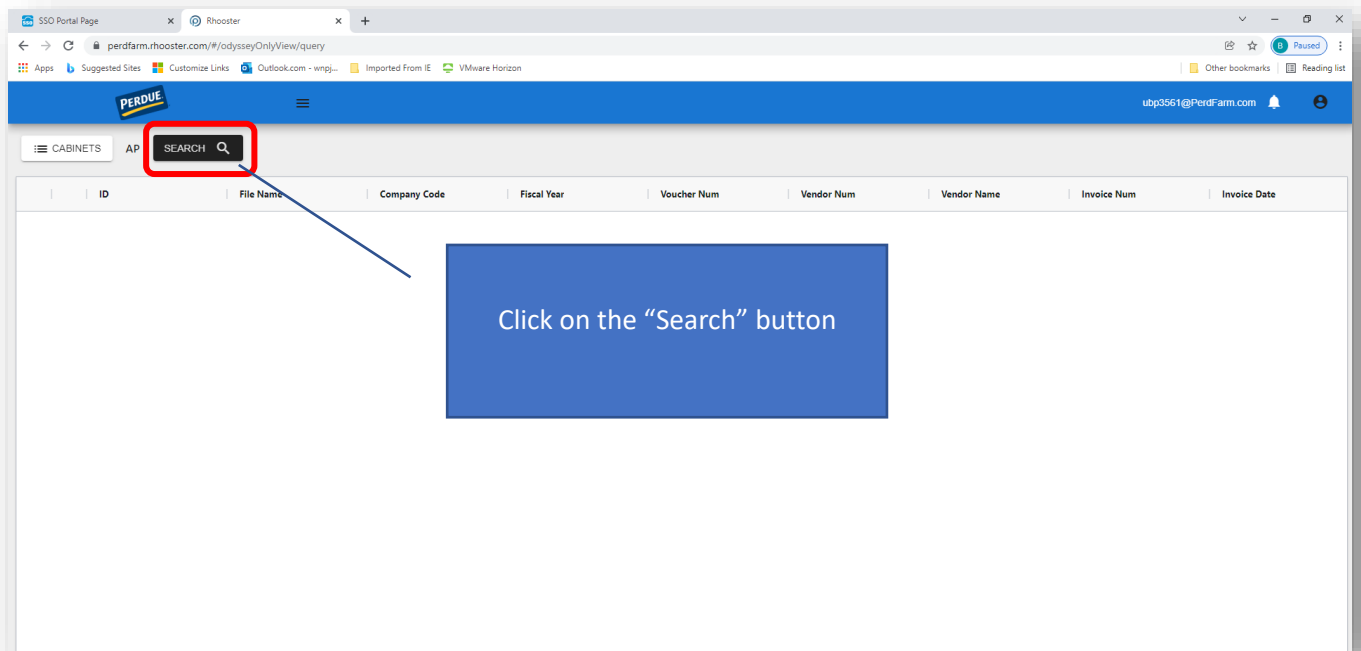
2. Select the **Find Documents** in menu list on the left-hand side



3. Select the cabinet in which you want to search documents (for example, the AP cabinet to find vendor invoices)



4. Click on the **Search** button with the magnifying glass symbol



5. Enter the criteria for your search in the pop-up window. When finished, click on the "SEARCH" button in the lower right-hand corner of the pop-up window.

