Perdue Vendor Portal Instructions

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

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

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



4. Click on the <u>Search</u> button with the magnifying glass symbol

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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.

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