# Search for Vendor Fax

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Your Berkeley Financial System (BFS) Home page may look different, depending upon your user access.  

**Click the Vendors link.** |
| 2.   | Click the Vendor link.  
**Vendor** |
| 3.   | The Vendor Information page opens. You are able to use a greater number of different Logical Operators and Search fields.  

**Click the Short Vendor Name drop-down list button.** |
| 4.   | Best Practice is to use the "Contains" logical operator (way to search) in order to capture the greatest number of vendors with that word in the Vendor Name.  

**Click the contains list item.**  
**contains** |
| 5.   | Click the Short Vendor Name drop-down list button.  
**Short Vendor Name** |
| 6.   | Press [Tab].  

**Short Vendor Name** |
| 7.   | If you want to see ALL vendors with a specific word anywhere in the title, the Name field should look like this: %word being searched%.  

As an example, if we were to search for any vendor with the word "office" any place in the title, it would look like this: %office%.  

Enter the desired information into the Short Vendor Name field. Enter a valid value e.g. "%office%".  

**Click the Search button.**  
**Search** |
| 8.   | The Search Results list appears below the Find an Existing Value section.  

Notice, there 14 Results with all of them displayed.  

**Click the 0000622761 link.**  
**0000622761** |
| 9.   | The Vendor Summary Page appears.  

Notice, the Order Address and the Remit To Address and the Approved Status and Open for Ordering: Yes.  

**We located the vendor we need.**  

**Click the 0000622761 link.**  
**0000622761** |
<p>| 10.  | <strong>Vendor Summary</strong> Page appears.** |
| 11.  | <strong>Notice, the Order Address and the Remit To Address and the Approved Status and Open for Ordering: Yes.</strong> |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>Click the <strong>Address</strong> tab.</td>
</tr>
<tr>
<td>13.</td>
<td>The <strong>Address</strong> page opens. Notice, there are the <strong>Email ID</strong> and the <strong>Business Telephone</strong> number.</td>
</tr>
<tr>
<td>14.</td>
<td>There are two <strong>Phone Information</strong> items and want to see both. Click the <strong>View All</strong> link.</td>
</tr>
<tr>
<td>15.</td>
<td>The Phone Information expands. Both <strong>Phone Information</strong> items are there: <strong>Business Telephone</strong> and <strong>FAX</strong> numbers.</td>
</tr>
<tr>
<td>16.</td>
<td>Congratulations, you have found the FAX number of your vendor. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>