HOW TO LOOK UP A VENDOR IN SKYWARD WEB MODULE

1.) FROM THE HOME SCREEN CLICK ON *FINANCIAL MANAGEMENT*.

2.) CLICK ON THE *VENDORS* TAB.

3.) CLICK ON *VENDOR BROWSE* UNDER VENDORS.

4.) BEGIN TYPING IN YOUR <mark>VENDOR NAME</mark> AND HIT ENTER ON YOUR KEYBOARD.

**** BLUE VENDORS ARE ORDER FROM & BLACK VENDORS ARE REMIT TO. YOU MAY NOT ALWAYS HAVE AN ORDER FROM VENDOR SO CHOOSE THE REMIT TO IN THAT CASE.**

**** ALL VENDORS ARE SET AND ALL CHANGES TO VENDORS ARE MADE BY THE PURCHASING DEPT ONLY.**

5.) CLICK THE *LITTLE ARROW* TO THE LEFT OF THE VENDOR NAME TO EXPAND INTO VENDOR DETAILS. YOU MAY CLICK ON ONE SECTION ARROW AT A TIME TO VIEW DETAILS OR *USE EXPAND ALL/COLLAPSE ALL* TO VIEW/CLOSE EVERYTHING AT ONCE.

6.)THE EXAMPLE ABOVE SHOWS FISCAL YEAR TO DATE ACTIVITY. IF YOU CLICK ON THE CURRENT FISCAL YOU WILL SEE ALL ACTIVITY FROM THIS FISCAL YEAR INCLUDING REQUESTS, PO'S, INVOICES, AND CHECK NUMBERS. (SEE BELOW)

7.) YOU MAY ALSO VIEW NOTES AND ATTACHMENTS BY CLICKING ON THE _NOTES_ OR _ATTACHMENTS_ BUTTON ABOVE.

8.) TO VIEW THE SAME SCREEN FROM EARLIER THAT REFLECTS REQUESTS, POS, INVOICES AND CHECKS YOU MAY CLICK ON THE _REQS;POS;INVS;CHKS_ BUTTON.

Vendor Attachments - WF\VE\VB - 10022 - 05.13.06.00.05-10.2 - Windows Internet Explorer

https://skyweb.ptisd.org/scripts/wsisa.dll/WService=wsFin/fattmview002.w?isPopup=true

Vendor Attachments

Vendor Attachments for PROCELLS OFFICE PRODUCTS

	Kind ▲	Record ID	Type	Description
1	Vendor Files	PROCELLS000	Attachments	STMT 08-01-11.pdf
2	Vendor Files	PROCELLS000	Attachments	STMT 06-30-11.pdf
3	Vendor Files	PROCELLS000	Attachments	STMT 06-30-11.pdf
4	Vendor Files	PROCELLS000	Attachments	STMT 6-3-11.pdf
5	Vendor Files	PROCELLS000	Attachments	3-1-11 STMT.pdf
6	Vendor Files	PROCELLS000	Attachments	3-7-11 STMT.pdf
7	Vendor Files	PROCELLS000	Attachments	3-1-11 STMT.pdf
8	Vendor Files	PROCELLS000	Attachments	prowin32.exe
9	Vendor Files	PROCELLS000	Attachments	3-1-11 STMT.pdf
10	Vendor Files	PROCELLS000	Attachments	3-7-11 STMT.pdf
11	Vendor Files	PROCELLS000	Attachments	3-1-11 STMT.pdf
12	Vendor Files	PROCELLS000	Attachments	STMT.pdf
13	Vendor Files	PROCELLS000	Attachments	SEPT STMT.pdf
14	Vendor Files	PROCELLS000	Attachments	SEPT STMT.pdf
15	Vendor Files	PROCELLS000	Attachments	STMT.pdf

20 ◄◄ ◄ ► ►►   20 records displayed

Filter Options

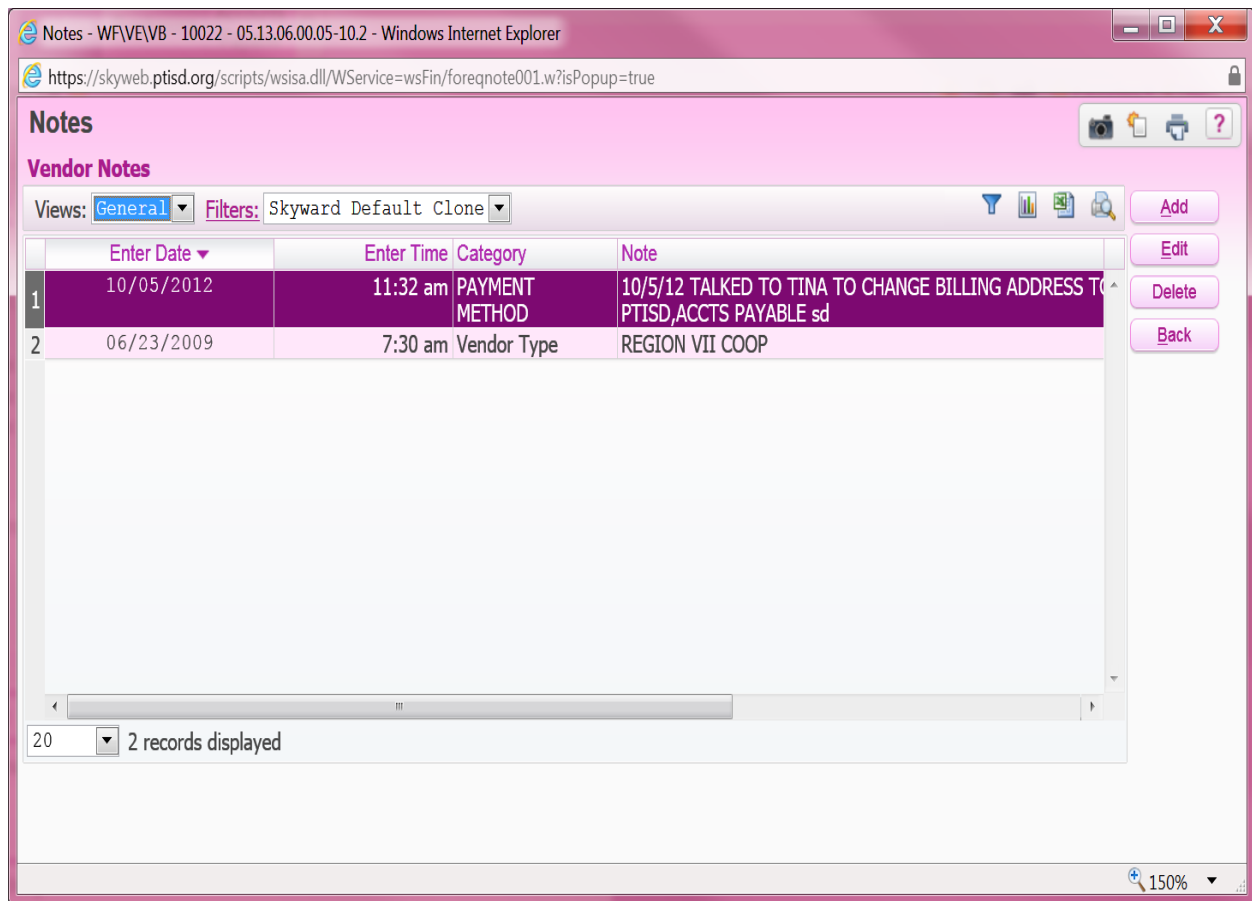**9.** **View Attachment**

Add File

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150%

9.)ABOVE IS AN EXAMPLE OF WHAT YOU WILL SEE IN THE ATTACHMENTS. YOU MAY HIGHLIGHT ANY LINE THEN CLICK ON THE *VIEW ATTACHMENT* BUTTON TO VIEW THE ATTACHMENT.

ABOVE IS AN EXAMPLE OF WHAT THE NOTES SCREEN WILL LOOK LIKE.

ABOVE IS AN EXAMPLE OF WHAT YOU WILL SEE IF YOU CLICK ON THE REQS;POS;INVS;CHKS BUTTON.

THIS CONCLUDES THE TUTORIAL ON HOW TO LOOK UP VENDORS IN VENDOR BROWSE.