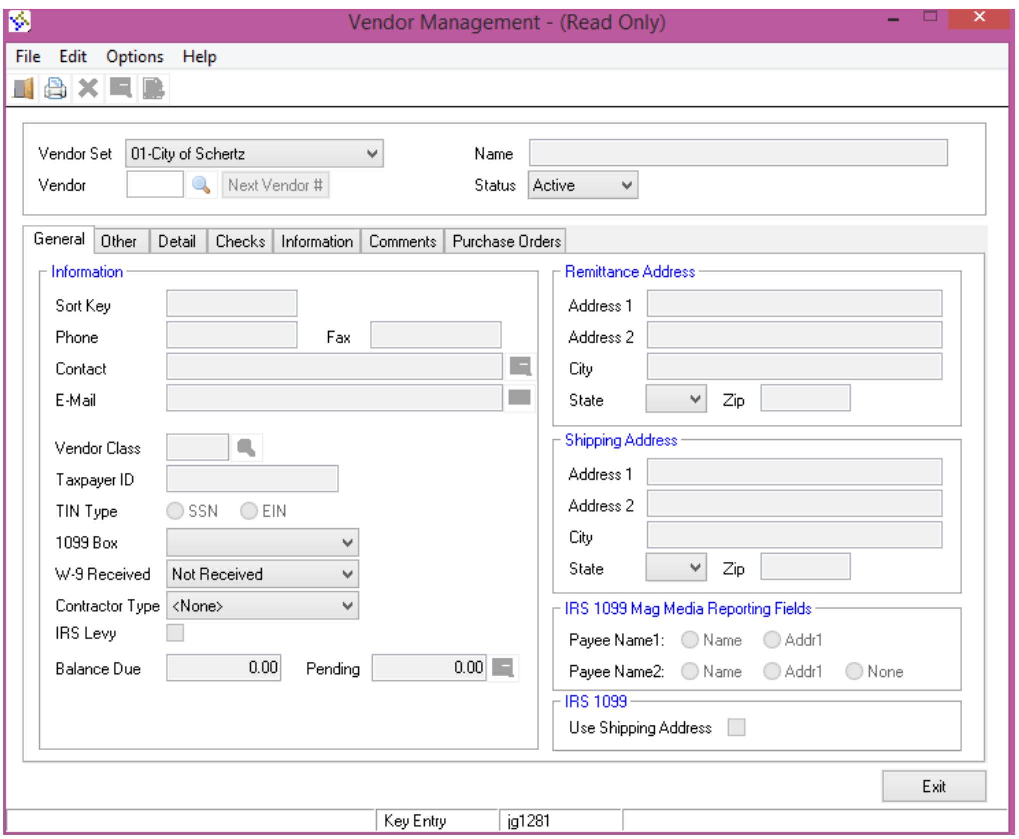
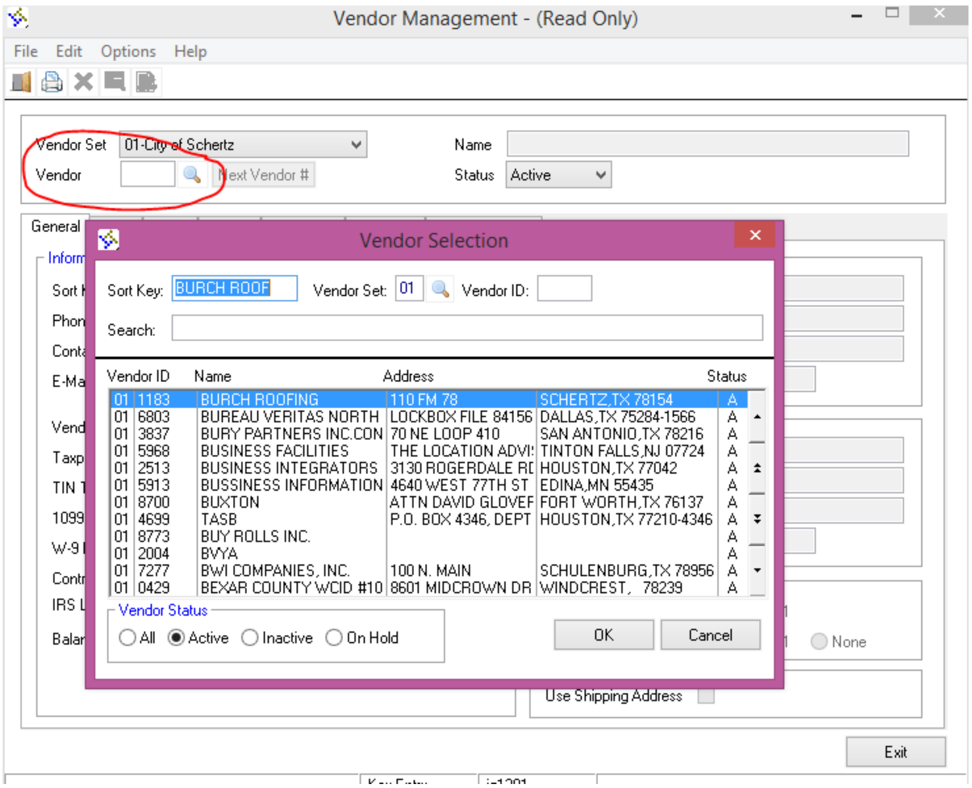
How-To Guide for Viewing Current Vendor Spend

Step 1: Sign into Incode

Step 2: Menu -- Accounts Payable – Tools – Vendors



Step 3: Select the vendor



Step 4: Choose the tab labeled “Other” to review purchases by Fiscal Year