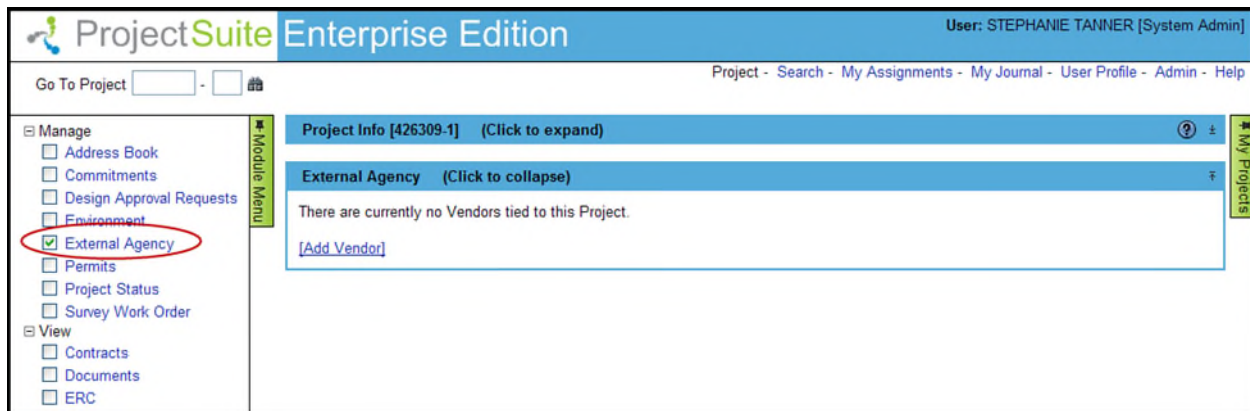


The External Agency Module

The External Agency Module is used to document when an external agency is responsible for a project.

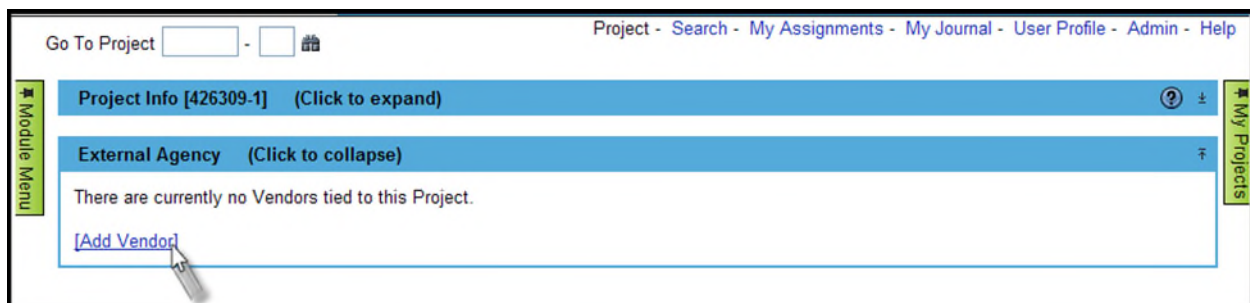
To View the External Agency Module

1. Select the **External Agency** module from the Module Menu.



Adding External Agencies in PSEE

1. Select the **Add Vendor** link.



2. Begin typing the name or Federal ID Number of the needed external agency. Any matching names will begin to appear in a drop down list. Select the external agency to add them to the list. One vendor may have several F numbers because of multiple offices or locations. Make sure to choose the correct vendor number down to the last 3 digits.



3. The External Agencies added through PSEE will show in Work Program on screen WP23 when the option Display External Agencies is set to "Y".

