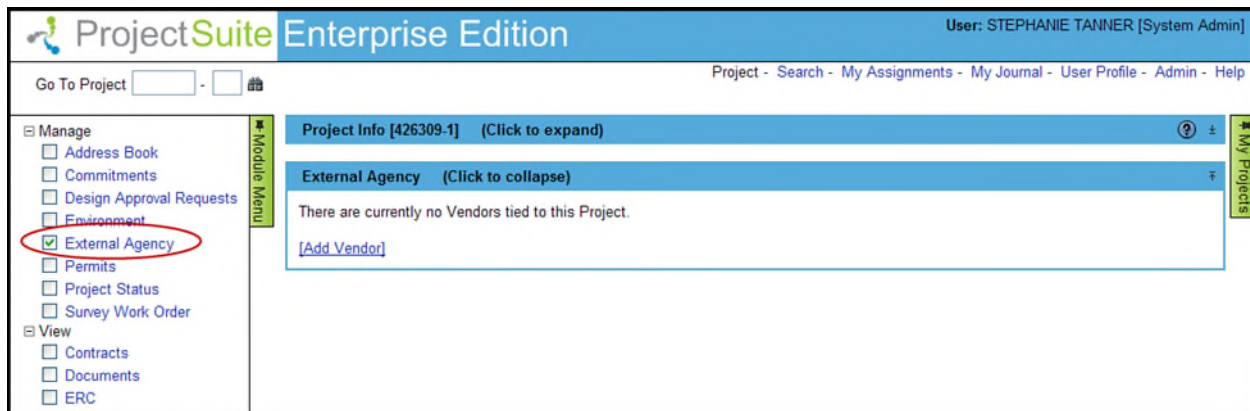


## The External Agency Module

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

### To View the External Agency Module

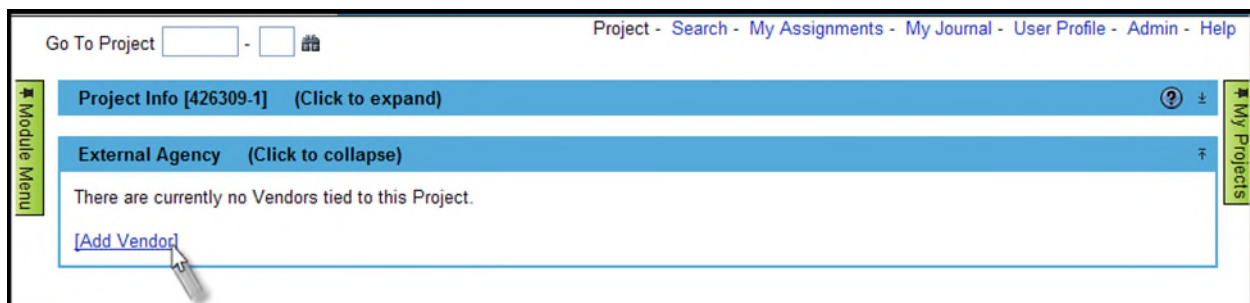
1. Select the **External Agency** module from the Module Menu.



The screenshot shows the ProjectSuite Enterprise Edition interface. The top navigation bar includes the user name 'STEPHANIE TANNER [System Admin]' and a breadcrumb trail: 'Project - Search - My Assignments - My Journal - User Profile - Admin - Help'. Below the navigation bar is a 'Go To Project' search field. On the left, the 'Module Menu' is expanded, and the 'External Agency' option is selected and circled in red. The main content area displays 'Project Info [426309-1] (Click to expand)' and 'External Agency (Click to collapse)'. Below the 'External Agency' header, it states 'There are currently no Vendors tied to this Project.' and includes a blue link labeled '[Add Vendor]'.

### Adding External Agencies in PSEE

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



This screenshot is similar to the previous one, showing the 'External Agency' section. A mouse cursor is positioned over the blue link '[Add Vendor]' at the bottom of the 'External Agency' panel. The rest of the interface, including the navigation bar and the 'Module Menu', remains the same.

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".

