

The following instructions outline the steps in searching for a Vendor Number using the Preferred Vendor field when creating a Shopping Cart.

1. Begin by clicking on the search icon in the Preferred Vendor field.

Delivery Priority: 01

Preferred Vendor: [Search Icon]

Competitive: \* No

PO Event Type: \* Other

Note: An asterisk can be inserted anywhere in the string of characters. For example, if there's doubt Lakeshore is one word or two, \*lake\*shore\* can also be entered to yield results.

2. The Vendor search window will appear. You can use many of the fields to search for a vendor (e.g., Search Term 1, Name 1/last name, Street, etc); however, Name1 is the recommended field.

Business Partner (Preferred Vendor): All Values

Hide Filter Criteria

Settings

Business partner: [Field]

Search term 1: [Field]

Search term 2: [Field]

Name 1/last name: [Field]

Name 2/first name: [Field]

E-Mail Address: [Field]

DUNS: [Field]

Creditor: [Field]

Logical System: [Field]

Industry sector: [Field]

PCard co.: [Field]

Purch. Organization: [Field]

Purch. Org. ID: [Field]

Country Key: [Field]

Region: [Field]

Postal Code: [Field]

City: [Field]

Street: [Field]

Building Code: [Field]

Restrict Number of Value List Entries To: 500

Start Search Reset

More Search Helps: Supplier

OK Cancel

4. Verify the "More Search Helps:" dropdown shows Supplier. Click on the Start Search button.

Restrict Number of Value List Entries

Start Search Reset

More Search Helps: Supplier

5. If multiple results are displayed, scroll to the right to view address information and then highlight the appropriate vendor. Click on the gray box.

Start Search Reset

BusPartner	Name	Name 2
1000000536	LAKESHORE LEARNING MATERIALS	
1000004452	LAKESHORE LEARNING MATERIALS	

More Search Helps: Supplier

6. Click on the Ok button.

OK Cancel

3. Enter the name of the vendor. For better results, enter an asterisk (\*) before and after the partial word of the vendor.

Business partner: [Field]

Search term 1: \*lakeshore\*

Search term 2: [Field]

Delivery Priority: 01

Preferred Vendor: 1000000536

Competitive: \* No

PO Event Type: \* Other