Shopping Cart: Search for a Vendor

Use this Job Aid to:

- Learn how to locate a vendor in SAP
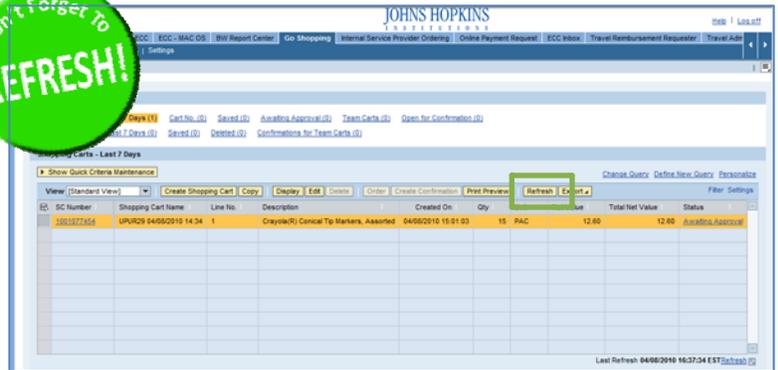
Searching for a Vendor

Use this procedure when you are looking for a vendor in SAP. Note that only vendor numbers beginning with a "1" may be used on Shopping Carts.

1. **Refresh.** At the Shopping Cart Home Page, always click "Refresh" to make sure that you are viewing the most up-to-date information.


2. **Go Shopping.** To search for a vendor in SAP, start by going into a shopping cart, either by creating a new cart or editing an existing cart.

   - To create a new cart, click "**Create a Shopping Cart**."

   - To edit an existing cart, select the cart and then click "**Edit**."
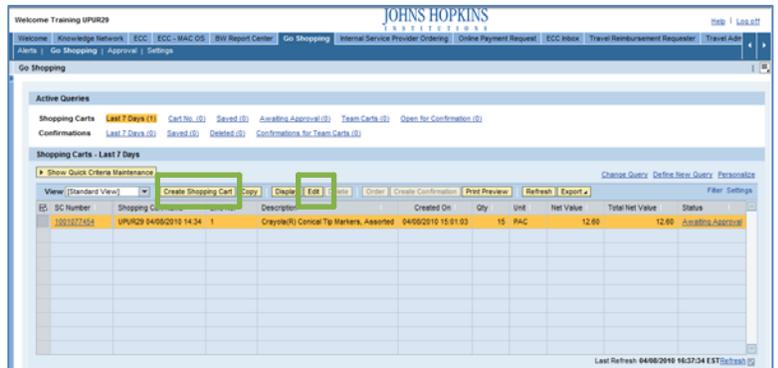
3. Access Cart Details. The account assignment data is displayed under the Shopping Cart Details.

- If you are creating a new cart, enter the cart data on Line 1 first, and then click "**Enter**."

- If you are editing an existing cart, all of the fields will be grayed out when you first display the cart data. Click the "**Edit**" button at the top of the screen to open up the fields so that they can be adjusted.

- Click "**Details**" to view the detailed information on the cart such as the cost assignment, documents and attachments, and Sources of Supply (vendors).
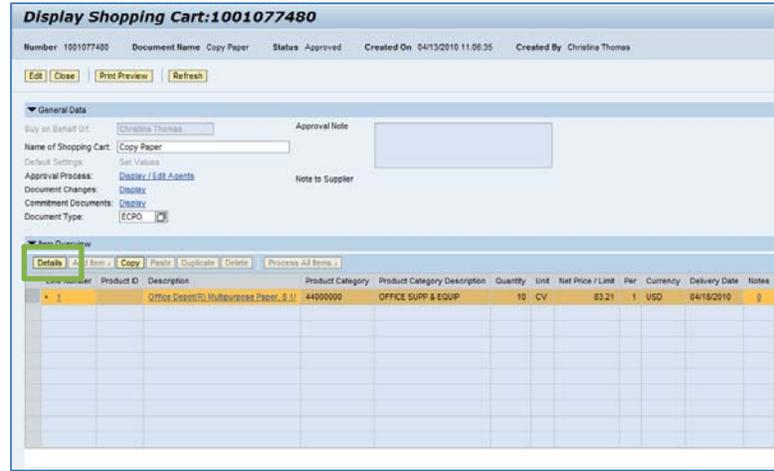
4. View Account Assignment Data. Next, click the tab labeled "**Sources of Supply/Service Agents**" (located under "Details"). This is where you'll select the supplier for the service or equipment that you wish to order.

- A list of preferred suppliers may appear in the fields under this tab if you're using the ANPO or RADP document types.

- If no suppliers appear, or if you prefer a different supplier, click in the "Preferred Supplier" box at the bottom of the screen. To search for a supplier, select the file folder icon ⬜ to look it up on the search screen.
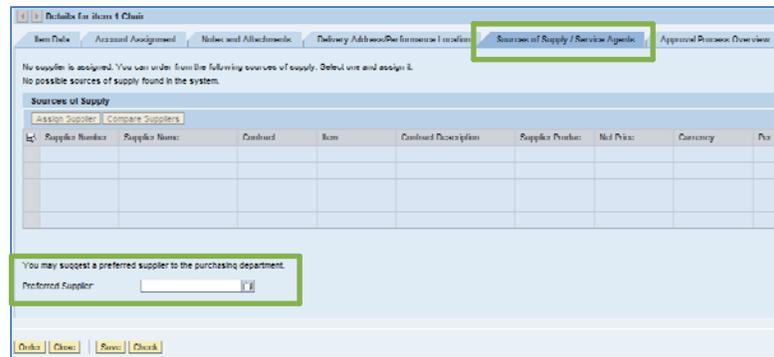
5. Search for the Vendor. When the search pop-up window appears, you may fill in any of the fields to search for your preferred vendor.

- The easiest way to search for a supplier is to enter the vendor's name in the "**Vendor Name**" field, using wildcard characters both before and after the name (example: *Douron*). This will make sure you will be able to find the vendor even if the business name has additional words or characters before or after the main part that you recognize.

- After you've entered your search criteria, click "**Start Search**" to display a list of vendors.
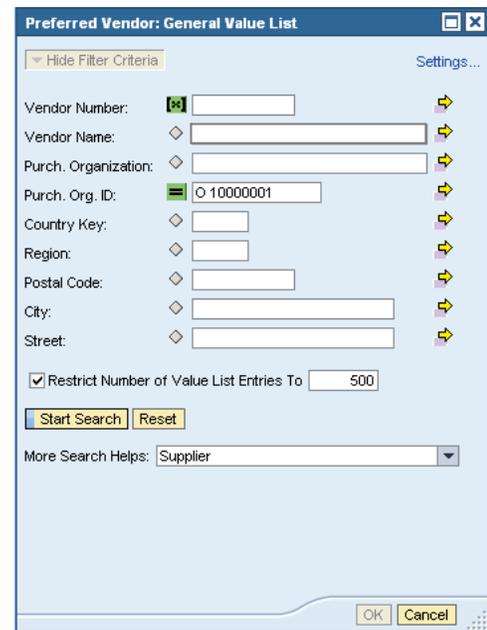
6. **Select the Supplier.** In this case, just one supplier appears in the search list (Douron).

- Click the supplier name just once and the vendor data will be automatically populated in your cart.

- You can also click the gray box to the left of the vendor number, and then click "OK" to transfer the vendor information and return to the cart.

- Note that for LVPO carts, you must also click "**Assign Supplier**" once the supplier name has been selected.

Preferred Vendor: General Value List

▼ Hide Filter Criteria

Vendor Number:	◇	[____]	⇨
Vendor Name:	✖	[____]	⇨
Purch. Organization:	◇	[____]	⇨
Purch. Org. ID:	≡	O 10000001	⇨
Country Key:	◇	[____]	⇨
Region:	◇	[____]	⇨
Postal Code:	◇	[____]	⇨
City:	◇	[____]	⇨
Street:	◇	[____]	⇨

☑ Restrict Number of Value List Entries To [500]

Start Search | Reset

▤	BusPartner ▲	Name	Name 2	C...	R...	Postal Code	City
	1005305			US	MD	21236	BALTIMORE

More Search Helps: Supplier ▼

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