



SAP

Search for Vendor

This guide will assist you in searching for and displaying Vendor information, including Vendor account numbers

If a Vendor is not on SAP you should complete Form MD4 available on the Extranet at Finance & Legal > DSAS & SAP > Master Data Team Forms & Guidance

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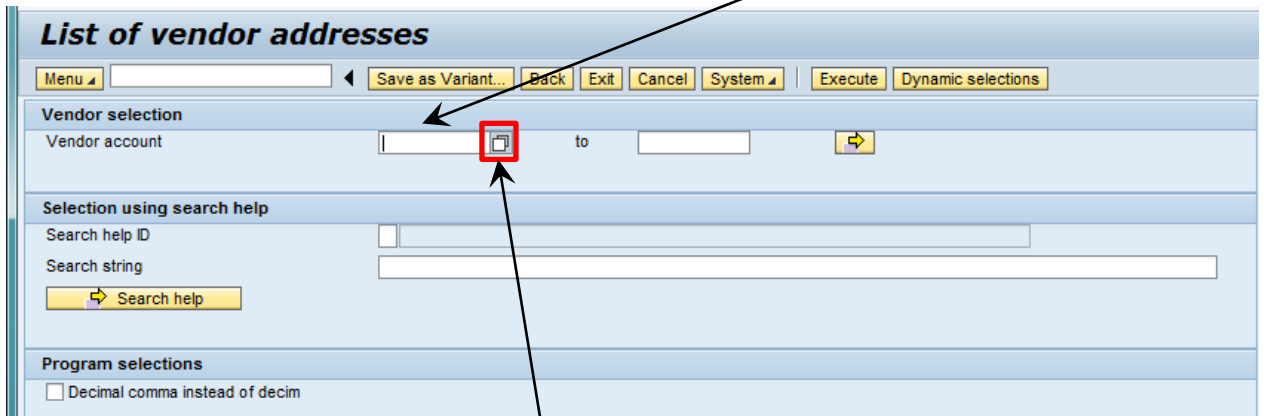
For assistance: Call 01629 538088 | Email schoolssap@derbyshire.gov.uk

Search for Vendor by Name

- Log on to SAP
- In the Command Box enter the Transaction Code **S_ALR_87012087**
- Press **Enter** on your keyboard



- To search for the Vendor's details, click in the **Vendor account** box



- Click on the **Search Square** 

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- To search for the **name of a Vendor**, type the first few letters of their name, followed by * (e.g. for Yorkshire Purchasing type yorks*)

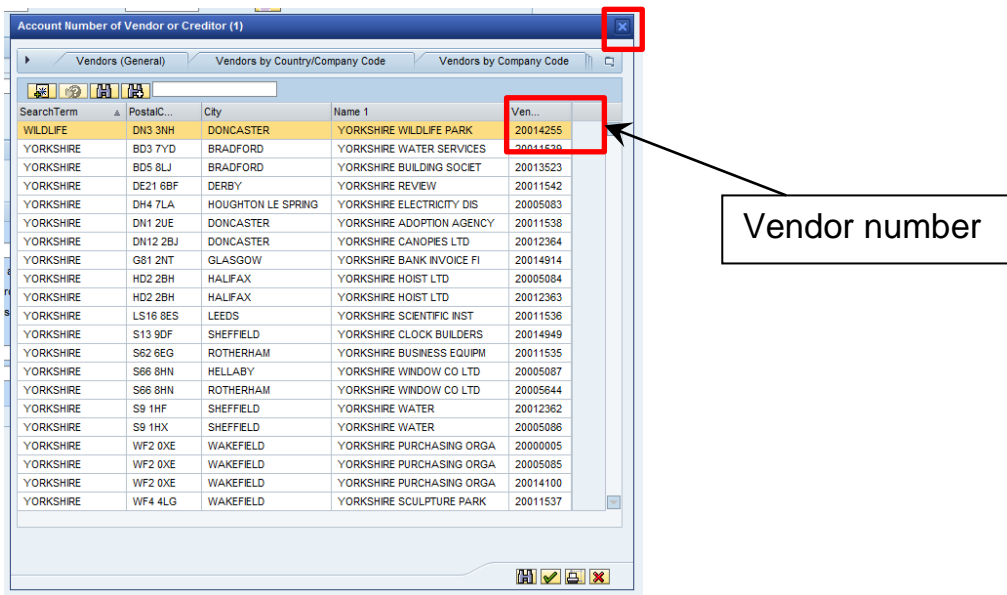


- Press **Enter**

Tip

Search fields are **NOT** case sensitive.

- A list of possible Vendors will appear
- Scroll down** to find the Vendor you are looking for

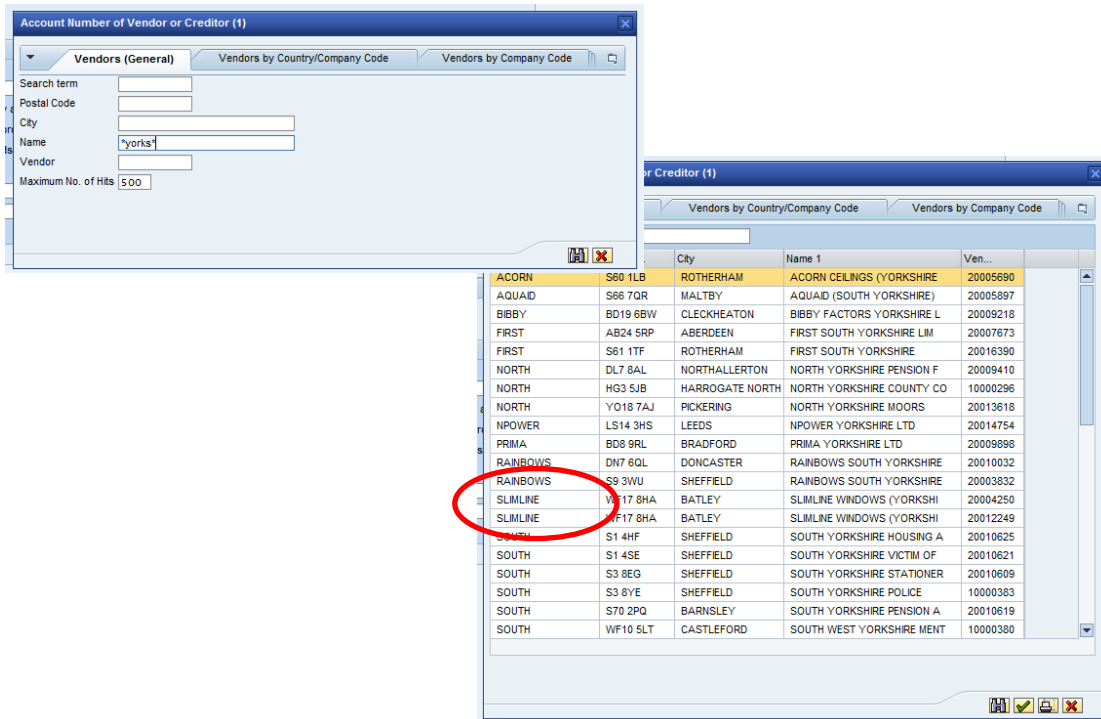


- Click the **'X'** at the top to close

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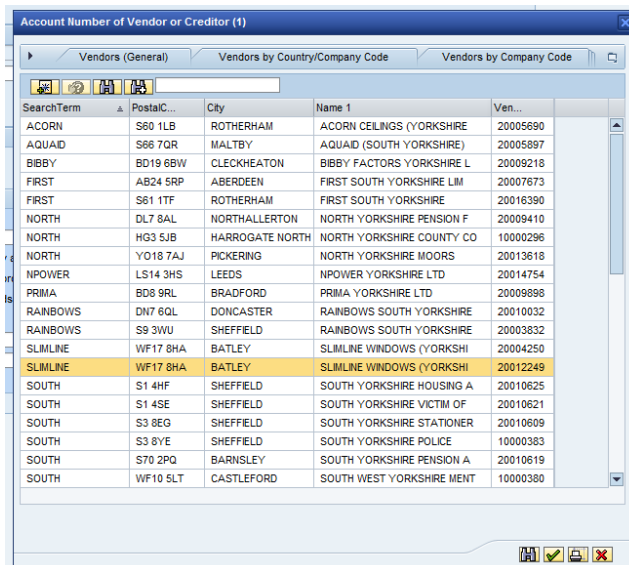
Tip

If you are not certain of the start of the word – i.e. the company could be The Yorkshire Purchasing Company – surround your search with wildcards (i.e. *yorks*) this will enable SAP to find the correct entry, but more entries will almost always be found



If you have two or more entries for a Vendor, to check their details

- **Double click** on the entry to check



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The Vendor account number will be displayed

List of vendor addresses

Menu ▾ Save as Variant... Back Exit Cancel System ▾ **Execute** Dynamic selections

Vendor selection

Vendor account to

Selection using search help

Search help ID

Search string

Program selections

Decimal comma instead of decim

- Click **Execute** to display the address details
- Check the address details of each entry

List of vendor addresses

Menu ▾ Saving... **Back** Exit Cancel System ▾ List overview Previous Section Next

Vendor Location	Name 1	Street name	Ctr	Postal cod
20012249 Batley	Slimline Windows (Yorkshire) Ltd	622 Bradford Road	GB	WF17 8HA
Number of country keys GB			1	**
Total number			1	**

- Click **Back** to return to the search screen

If both/all addresses are the same, contact Accounts Payable to confirm which Vendor account number should be used.

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Search by Postcode

It may be easier to search for the Vendor by postcode

- Enter the **postcode** in the usual format (no need for *)

The screenshot shows a software window titled "Account Number of Vendor or Creditor (1)". It has three tabs: "Vendors (General)", "Vendors by Country/Company Code", and "Vendors by Company Code". The "Vendors (General)" tab is active. Below the tabs are several input fields: "Search term", "Postal Code" (highlighted with a red box and containing "wf2 0xe"), "City", "Name", "Vendor", and "Maximum No. of Hits" (set to 500). There are also icons for save and close at the bottom right.

- Press **Enter**

Only those Vendors with that postcode will be displayed

The screenshot shows the same software window as above, but now displaying a table of search results. The table has the following columns: "Search t...", "Postal C...", "City", "Name", and "Vendor". There are three rows of data:

Search t...	Postal C...	City	Name	Vendor
YORKSHIRE	WF2 0XE	WAKEFIELD	YORKSHIRE PURCHASING ORGA	20000005
YORKSHIRE	WF2 0XE	WAKEFIELD	YORKSHIRE PURCHASING ORGA	20005085
YORKSHIRE	WF2 0XE	WAKEFIELD	YORKSHIRE PURCHASING ORGA	20014100

At the bottom right of the window, there are icons for save, check, print, and close.

Tip

You can also search for part postcode, using the wildcard e.g. DE4*

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Search for a Vendor by Number

If you know the Vendor's account number, but want to check their details

- Type in the **Vendor's account number**

List of vendor addresses

Menu | Save as Variant... | Back | Exit | Cancel | System | **Execute** | Dynamic selections

Vendor selection

Vendor account: to

Selection using search help

Search help ID:

Search string:

Program selections

Decimal comma instead of decim

- Click **Execute**

The Vendor's details are displayed

List of vendor addresses

Menu | Saving... | Back | Exit | Cancel | System | List overview | Previo

Vendor Location	Name 1	Street name	Ctr	Postal cod
20003000 Derby	Map Building & Civil engineering	Cavendish Bridge	GB	DE72 2HL
Number of country keys GB			1	**
Total number			1	**

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