How to filter Item lookups on Purchase Requests / Purchase Orders by vendor

Summary:

Steps to filter an item lookup on a Purchasing Request or Purchase Order to only show items with a vendor item for the chosen vendor.

Solution:

- Go to **Setup / System / Configuration / Data Dictionary**
- On the **System Data Dictionary** window, select **VT_PO_ORD_LIN** from the Tables list
- Select **ITEM_NO** from the Columns list
- Click on **Customize column**
- From the Data Dictionary window click on **Column**, then **Other**

Set **Lookup table** to **%ITEMLOOKUPTABLE%**
Set **Lookup field** to **ITEM_NO**
Set **Lookup Filter** to **ITEM_VEND_NO = '%[VEND_NO]%'**

- Click **Save and Refresh** then close the Data Dictionary
- Go to **Setup / System / Workgroups**
- Set **Item Lookup Shows** to a value of **Item and Inventory data**

Each workgroup with this change will have item lookups limited to the vendor item number.
It is advisable to leaving one workgroup with the ability to enter any item onto a purchasing transaction.

Item is not valid message will show when trying to add an item

without a vendor item already on file to a purchasing transaction. Additionally, items cannot be added *on the fly* to purchasing transactions.

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