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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