

Locating a Vendor in RSS

start in RSS/Shopping

1. Select the "Detail Profile" tab
2. Locate Cost Default Vendor in the second section of page.
3. Click on the double arrow box. to open new window
4. Select the option, Active Vendor by Name. (see below)

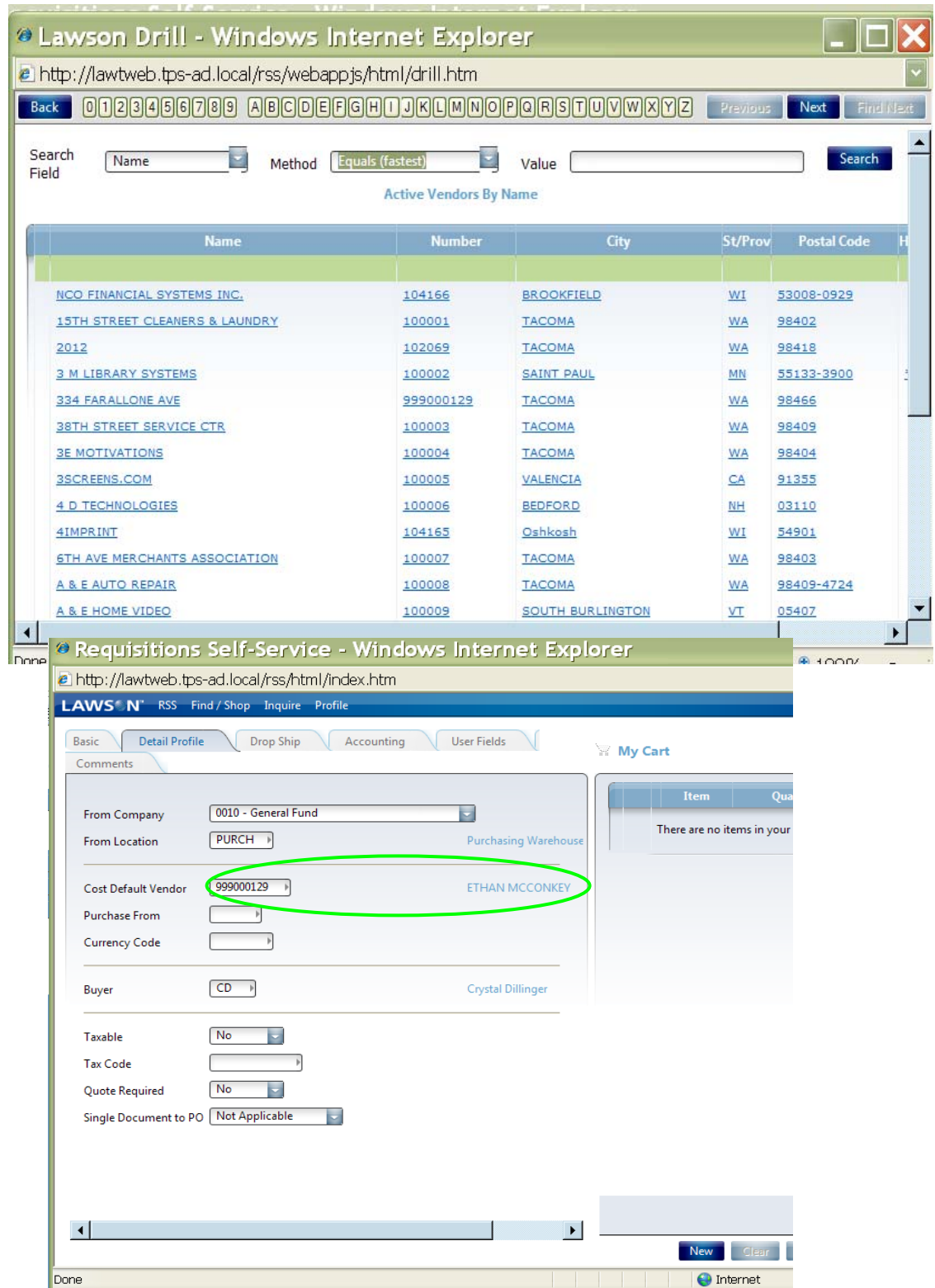
The screenshot shows the Lawson N* RSS interface with the 'Detail Profile' tab selected. The 'Cost Default Vendor' field is highlighted with a green circle. Other fields include 'From Company' (0010 - General Fund), 'From Location' (PURCH), 'Purchase From', 'Currency Code', 'Buyer' (CD), 'Taxable' (No), 'Tax Code', 'Quote Required' (No), and 'Single Document to PO' (Not Applicable).

The screenshot shows the Lawson N* RSS interface with the 'Detail Profile' tab selected. A 'Lawson Drill - Windows Internet Explorer' window is overlaid, showing a list of vendor selection options. The 'Active Vendors By Name' option is highlighted with a green circle. Other options include 'Active Vendors By Number', 'Active Vendors By Class', 'PO Vendors By Number', and 'PO Add Inactive Vendors'.

5. Using the Search Method;

- a. *Search field*: leave as name
- b. *Method*: change to Contains, slowest
- c. *Value* : type in part of the name, least amount of letters the better
- d. click the search button, far right side

6. Once you have located the vendor, click on name or number will populate into cost default vendor box.



If you do not find what you are looking for, change the value, play with the wording or you can use the upper alphabet letters and try searching by the first letter of the vendor name, longer process but does work.