



How to Lookup a Vendor from a Part Purchase

I. Access through the Inventory Table

1. *Highlight the part for which the vendor information is needed*
2. *Run an Inventory Snapshot either by clicking the green traffic light icon or by pressing F5 on your keyboard*
 - i. *The inventory snapshot opens and displays the All transactions for the part*
3. *Set Transaction Type to Purchase Order in the header*
 - i. *To do this, select the filter DPRXZ at the top of the screen*
 - *An ellipsis will appear in the DPRXZ filter*
 - ii. *Click the ellipsis and select R*
4. *Run the Snapshot again, after setting the Transaction Type*
5. *The Vendor column in the lower Inventory section displays the vendor code, which can be cross-referenced with your Vendor list*

II. Access through the Purchase Order Entry table

1. *Find and highlight the Purchase Order containing the part for which the vendor is unknown*
2. *The vendor code is displayed in the Vendor column and can be referenced with your Vendor table*
3. *If the most recent vendor is not the desired vendor, an Inventory Snapshot can be run from any parts line*
 - i. *Select the part from the Purchase Order*
 - ii. *Run a snapshot (by clicking the green traffic light icon or by pressing F5 on your keyboard)*
 - iii. *The Vendor information is displayed in the Inventory Snapshot*
 - iv. *To further narrow the results, filter the Snapshot by Purchase order*
 - *Select the DPRXZ filter at the top of the screen to display the filter ellipsis (...)*
 - *Select R from the ellipsis menu*
 - v. *Run the snapshot again by clicking the green traffic light icon or by pressing F5 on the keyboard*