SEARCH VENDORS

Need to search for vendors that provide a product or service you require? Here's how.

SEARCH FOR A VENDOR

- In SAP, type transaction code **MKVZ** in the search box and press **Enter**.

- In the "Search term" field, you may type either:

  - The **vendor's name** or part of the vendor's name between asterisks (e.g. *VWR* or *Grain* for Grainger Inc.)

  - The **Commodity Code** of the item you would like to purchase (see below)

- Click **Execute.**

FIND COMMODITY CODE

- Want to find the Commodity Code in order to find more than one vendor for your item? First, go to the **known** vendor's record.

  - Transaction code **XK03**, paste vendor number into "Vendor" field, press **Enter**.

- Click **Additional Information** on the top row of buttons.

- Click the **Purchasing Method and Priority** tab.

- This will now display any commodity codes the vendor has. You may now copy the number pertaining to the category you want to search for, then follow the steps above to search for more vendors.

Commodity Code 1	39000000	Electrical Supplies
Commodity Code 2	41110000	Lab Microscopes & Optical Supplies