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Setting up a Personal Vendor List

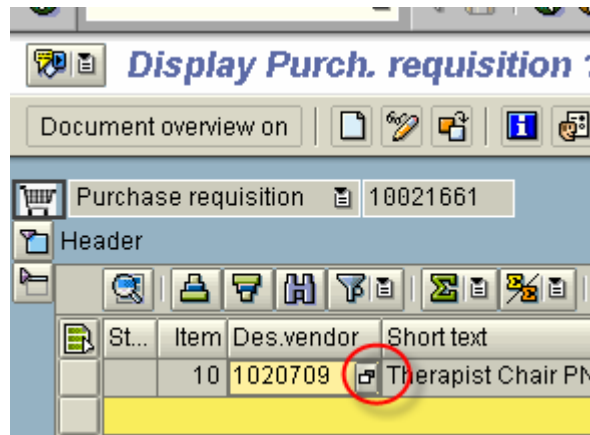
This can be done by using any of the following transactions:

- Display Vendor (MK03)
- Display Purchase Requisition (ME23N)
- Create Purchase Requisition (ME51N)

For purposes of this instructional document, we'll follow the steps by using transaction ME23N (display purchase requisition).

Search for a Vendor to Add to your Personal List

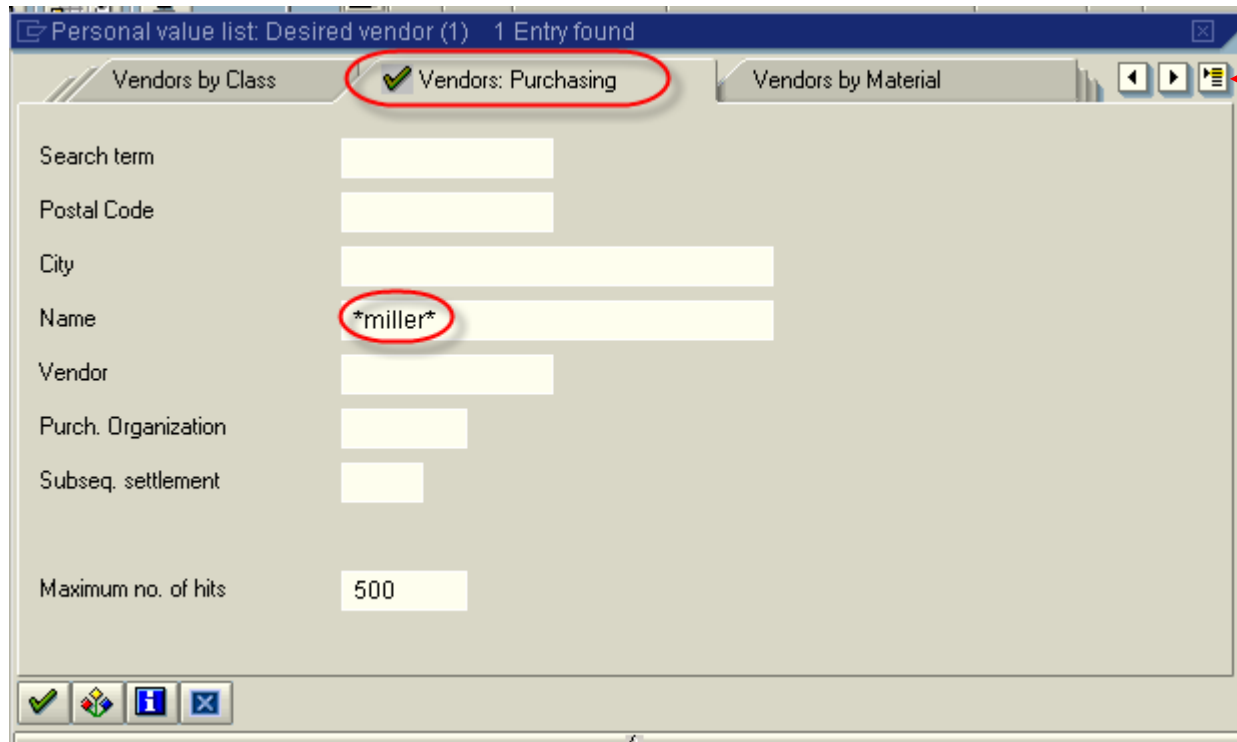
- Open ME23N
- Open a previous purchase requisition.
- Click on the search button in the Vendor field, as circled below.



Search for a Vendor to Add to your Personal List (Continued)

When the following window appears, search for the vendor you wish to add to your personal list. In the example below, we're searching for Miller's Office Supply in downtown Bloomsburg.

- Be sure you are using the Vendors: Purchasing tab. (See tip below.)
- You can enter a vendor name in the Name field with an * before and after the name.
- Press Enter or click the green icon to proceed with your search.



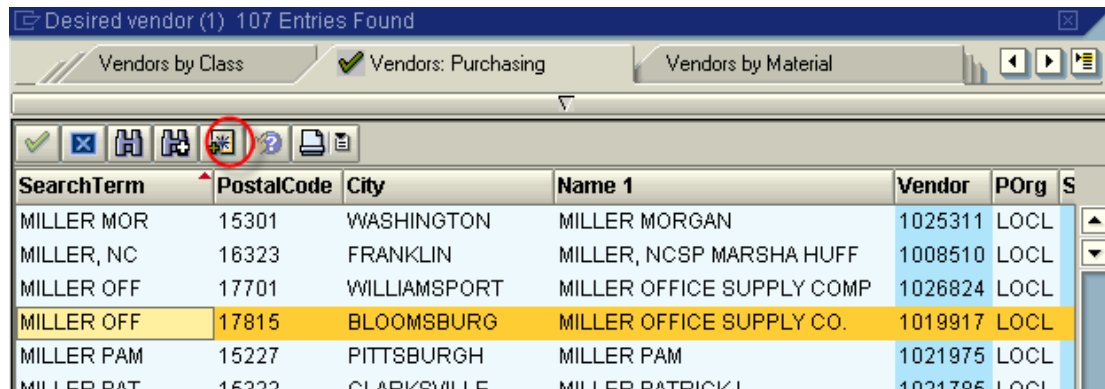
Tip! Click on the icon all the way to the right to see a listing of all available top tabs. For this exercise, use the **Vendors:Purchasing** tab.

If you need a refresher on doing vendor searches, please refer to the purchasing training manual section called *Creating A Purchase Requisition*. This can be found on page 18 of this document <http://ot.bloomu.edu/Documents/SAP/PDF/Purchasing062005.pdf>

Highlight the Vendor You Wish to Add to Your List

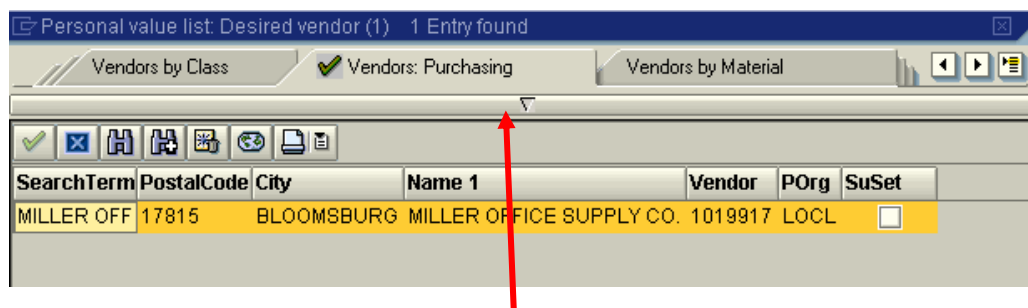
Note: Call Purchasing Department to be sure the vendor is one we use or verify using ZM08 report.

After highlighting the vendor you wish to add, click on personal list icon (circled below).



How Your Personal List Displays

The next time you go into vendor search, your personal list will automatically be displayed.



Click on the bar with the down arrow if you need to do a new vendor search. That will open the search field so you can search as usual.

Add as many vendors to your personal list as you like. These will carry through to other transactions where you do vendor searches (MK03, ME23N, ME51N).