

Knowledgebase > SalesPad > Purchasing > Vendor Items

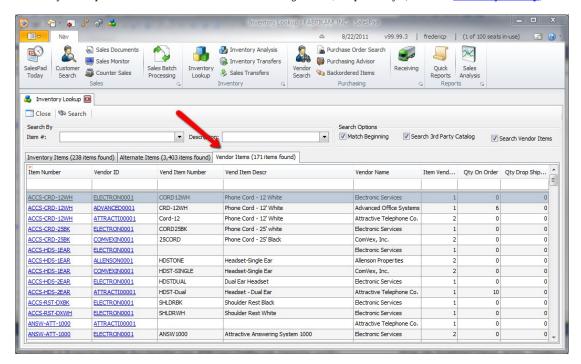
## Vendor Items

Cavallo Support - 2024-11-22 - Purchasing

## Overview

Beginning in version 4.0.1169, users can search for vendor items in Inventory Lookup, on the Vendor Items tab.

**Note**: In the Security Editor, Inventory Lookup > Can Access Vendor Items and Sales Inventory Lookup > Can Access Vendor Items must both be set to True to search vendor items from the Inventory Lookup module and the Inventory Lookup screen on a sales document/item configuration, respectively. (Refer to: Inventory Lookup):



An item can be searched by its inventory item number/description or the vendor item number/description.

Note: Vendor items are added via the Item Maintenance screen (Refer to: Item Maintenance)

## VENDOR ITEM CONVERSION

From the sales document entry screen, users may enter a vendor item number instead of the actual (inventory) item number.

In the module, if *Enable Item Barcode Conversion* is set to True, and the stored procedure has not been modified (refer to: <u>Enable Item Barcode Conversion</u> article), the vendor number will automatically be replaced by the actual (inventory) item number:

If Enable Item Barcode Conversion is set to False and a vendor number is entered, the Inventory Lookup screen will pop up, where the user can select the item from the Vendor Items tab:

