



## Vendor Items

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### 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](#)):

Item Number	Vendor ID	Vend Item Number	Vend Item Descr	Vendor Name	Item Vend...	Qty On Order	Qty Drop Ship...
ACCS-CRD-12WH	ELECTRON0001	CORD12WH	Phone Cord - 12 White	Electronic Services	1	0	0
ACCS-CRD-12WH	ADVANCED0001	CRD-12WH	Phone Cord - 12' White	Advanced Office Systems	1	6	0
ACCS-CRD-12WH	ATTRACTI00001	Cord-12	Phone Cord - 12' White	Attractive Telephone Co.	2	0	0
ACCS-CRD-25BK	ELECTRON0001	CORD25BK	Phone Cord - 25' white	Electronic Services	1	0	0
ACCS-CRD-25BK	COMVEXIN0001	25CORD	Phone Cord - 25' Black	ComVex, Inc.	2	0	0
ACCS-HDS-1EAR	ELECTRON0001			Electronic Services	1	0	0
ACCS-HDS-1EAR	ALLENSON0001	HDSTONE	Headset-Single Ear	Allenson Properties	2	0	0
ACCS-HDS-1EAR	COMVEXIN0001	HDST-SINGLE	Headset-Single Ear	ComVex, Inc.	2	0	0
ACCS-HDS-2EAR	ELECTRON0001	HDSTDUAL	Dual Ear Headset	Electronic Services	1	0	0
ACCS-HDS-2EAR	ATTRACTI00001	HDST-Dual	Headset - Dual Ear	Attractive Telephone Co.	1	10	0
ACCS-RST-DXBK	ELECTRON0001	SHLDRBK	Shoulder Rest Black	Electronic Services	1	0	0
ACCS-RST-DXWH	ELECTRON0001	SHLDRWH	Shoulder Rest White	Electronic Services	1	0	0
ANSW-ATT-1000	ATTRACTI00001			Attractive Telephone Co.	1	0	0
ANSW-ATT-1000	ELECTRON0001	ANSW1000	Attractive Answering System 1000	Electronic Services	2	0	0

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: [Enable Item Barcode Conversion](#) 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:

Search Criteria

Item: PANEL Search

Description: Warehouse: WAREHOUSE

Search Options

Match Beginning

Search Previously Purchased  Search 3rd Party Items

Search Customer Items  Search Vendor Items

Inventory Items (0 items found) 3rd Party Items (0 items found) Customer Items **Vendor Items (1 items found)**

Item Number	Vendor ID	Vend Item Number	Vend Item Descr	Vendor Name	Item Vendor...	Qty On Order	Qty Drop Shipped
HDWR-PNL-0001	CIRCUITD0001	PANEL	Control Panel	Circuit Distributing West	1	0	0