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.

<table>
<thead>
<tr>
<th>Commodity Code 1</th>
<th>39000000</th>
<th>Electrical Supplies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commodity Code 2</td>
<td>41110000</td>
<td>Lab Microscopes &amp; Optical Supplies</td>
</tr>
</tbody>
</table>