Search for a Vendor
In Lawson Requisition Center

**Form or Screen:** Infor Lawson - Vendor Search from Detail Profile Screen

**Business Use:** A valid vendor is required to be populated on a requisition request in order to convert a requisition to a purchase order and route for processing.

1. The **Cost Default Vendor** field must be populated with a valid vendor.

   Select the search box (magnifying glass to the right of the field).

2. Select the option to search for an active vendor by name or by number. If the vendor number is known the number can be entered directly into the Cost Default Vendor field. Selecting the option to search by number could provide a valuable second check.

   If the vendor number is not known, select to search for an active vendor by name.

3. If the option is selected to search by name is chosen, the search can be narrowed by entering the name of the vendor in the Value field and depressing the Search button. All vendors with the entered value in the name will be displayed.
4. Additional information on a vendor may be found by selecting the arrow key to the right of the vendor information displayed.