Vendor Maintenance

- From the **ADVANTAGE** main menu, select **Accounting** then **Vendor Maintenance**:

Basic Vendor Information

- Click on the **Vendor Info** tab:

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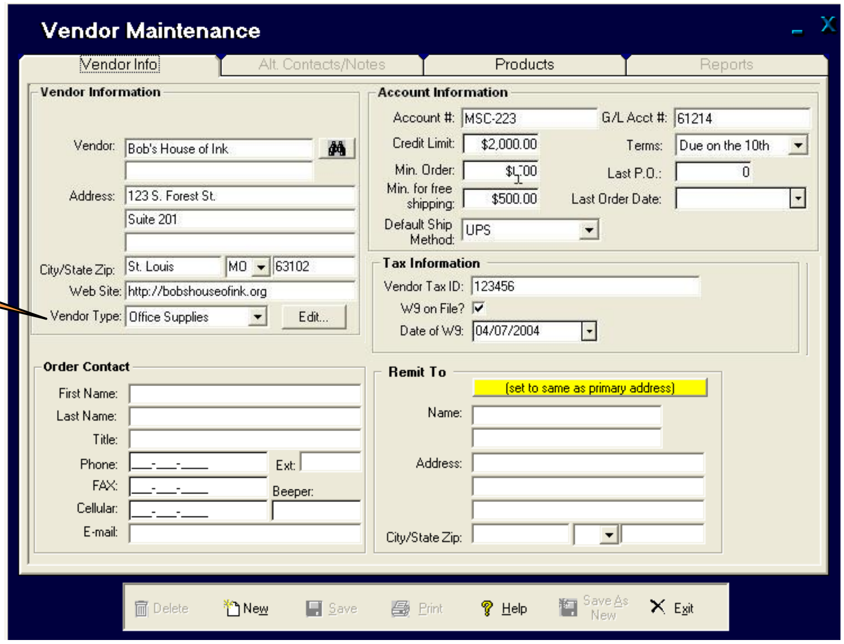
This tab is for entering in new information only, not searching:

To edit the **Vendor Type** list, click on the **Edit...** button.

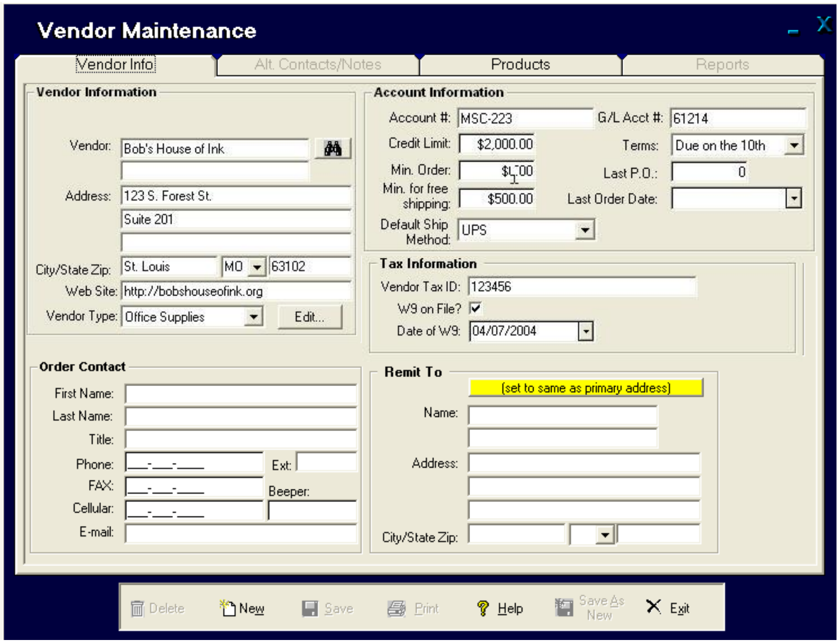


- **Vendor** – the vendor's company name, not the contact person. To search for a vendor, click on the binoculars icon.

- Fill in the vendor's contact information as shown in the example above. Use the second line under **Vendor** for a DBA (doing business as) name if there is one.

- **Order Contact** – your contact's name and information, not the company's.

- **Account Information** – information about how the *vendor* identifies *you*.
- **Account #** - the *Vendor's* account number for you
- **G/L Acct #** - Your default General Ledger account number for the Vendor. This field is optional.
- **Credit Limit** – Limit the *Vendor* has given you
- **Terms** – terms required for your payment *to* the Vendor
- **Last P.O.** – the last Purchase Order you issued to this Vendor
- **Last Order Date** – date of the last Purchase Order
- **Min. Order** – this Vendor requires you to order at least this much
- **Min. for free shipping** – Vendor's minimum purchase requirement to get free shipping, if available
- **Default Ship Method** – use the drop down menu ▾ to select the shipping method you want to be this Vendor's default. You can set up a different one for each vendor.



- **<u>Tax Information</u>** – used for creating tax form 1099.

- **<u>Remit To</u>** – where the vendor wants payment sent. If the **Remit To** address is the same as the Vendor's primary address, click the yellow button and **<u>ADVANTAGE</u>** will fill in the information for you.

- Before you leave this screen, be sure to click **<u>Save</u>** or **<u>Save as New</u>**.

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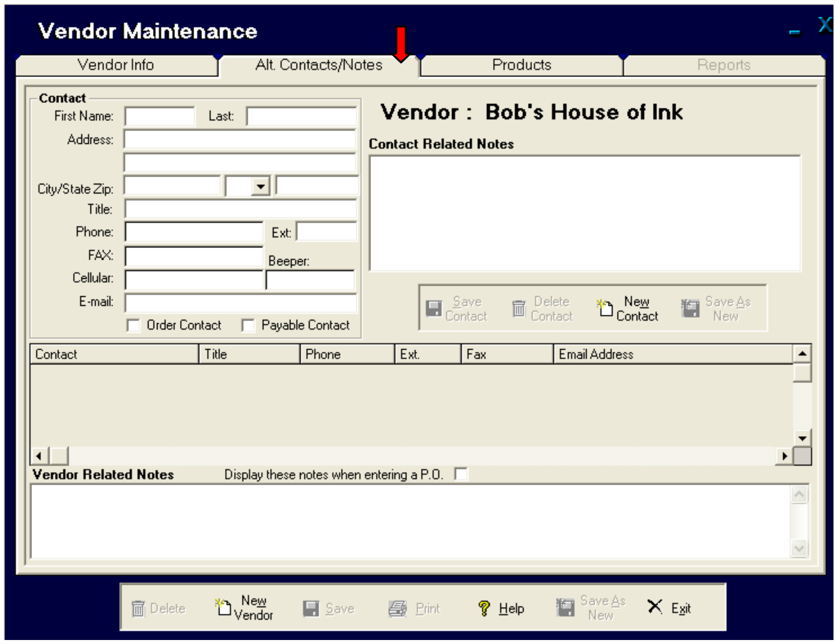
Alternate Contact Information

- Click on the **Alternate Contacts/Notes** tab to display the following screen:



- **Contact** – enter the information for the alternate contact.
- **Order Contact** – check the box if this is someone you would contact about an order.
- **Payment Contact** – check this box if this is a billing contact.
- **Contact Related Notes** – your notes about this contact. Each contact can have its own notes.
- Click  and **ADVANTAGE** adds it to the Contact List.

A time-saving tip - You can click on a vendor and change only the different information, then click  to create a new contact. It's faster than entering all the information again.

- **Vendor Related Notes** – enter any notes you want to associate with this vendor here.
- **Display these notes when entering a P.O.** – notes to be printed on the Purchase Order.
- Click  to save your changes.

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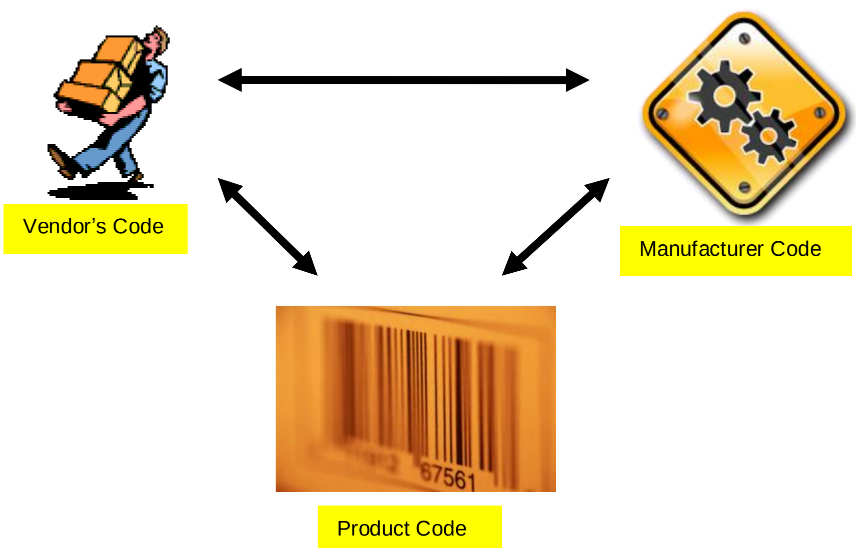
Products Information

While the **Vendor Info** and **Alt. Contacts/Notes** tabs relate to the same bill number, the **Products** tab is about products. Not about the bill. *This is where you assign **Products** to **Vendors**.* You don't need to enter information on the **Vendor Info** and **Alt. Contacts/Notes** tabs to use the **Products** tab.

Understanding the Vendor/Product Code Relationship

- **ADVANTAGE** keeps track of Product Codes internally, and it can match them with the Vendor Code and the Manufacturer's code. That means:
  - If you know your **ADVANTAGE** Product Code you can:
    - See the Vendors that supply that product.
    - See the Manufacturer's codes.
  - If you know the Vendor, you can :
    - See the Manufacturer's codes the Vendor sells.
    - See the **ADVANTAGE** Product Codes you purchase from that Vendor.
  - If you know the Manufacturer's code for the Product, you can:
    - See the Vendors that sell it.
    - See your **ADVANTAGE** code for that Product.



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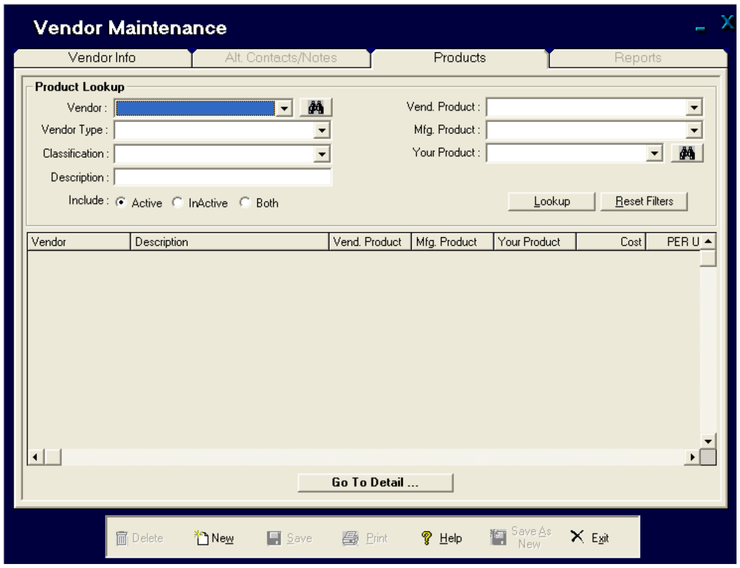
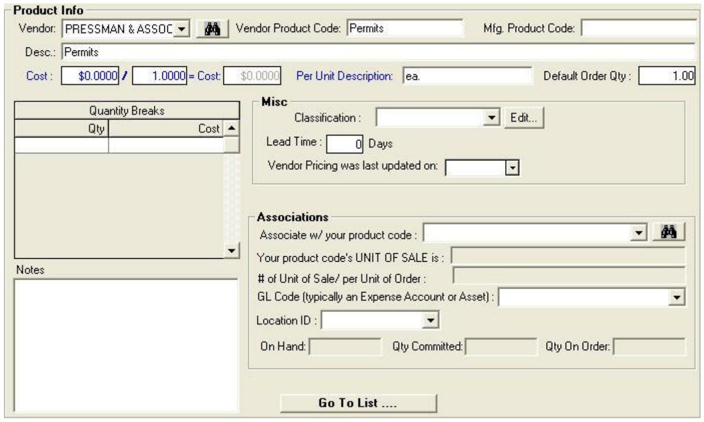
The Products Tab

- From the **Vendor Maintenance** screen, click on the **Products** tab to have this screen appear:

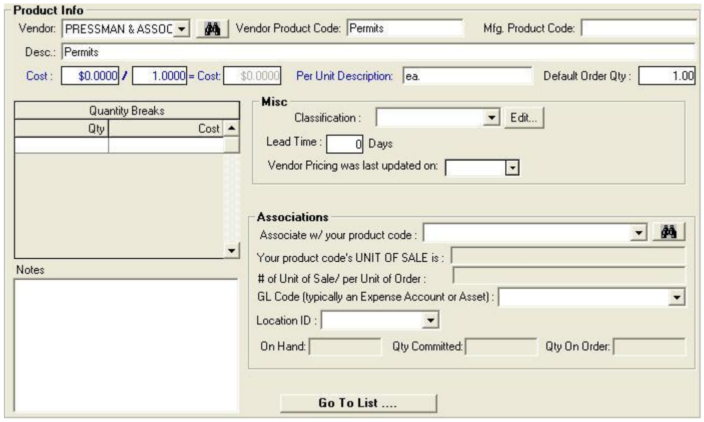


- To zero in on the product you are looking for, you can use any of the search filters in the **Product Lookup** section:
  - **Vendor** – select the Vendor from a known list by using or open the Vendor Search screen with the binoculars icon .
  - **Vendor Type** – choose from your list.
  - **Classification** – your choice to set up. You can populate the **Classification** list from the **Go to Detail** screen.
  - **Description** – what the product is.
  - **Vend. Product** – the code or number the Vendor uses to recognize its own products.
  - **Mfg. Product** – the code or number the Manufacturer uses.
  - **Your Product** – the **ADVANTAGE Product Code**.
- **ADVANTAGE** will fill in the known information in the bottom section of the screen.
- If you need to start over, click **Reset Filters** to clear the form.
- Click on the **Vendor** you are looking for then click **Lookup** to get the results. For existing vendor products, always do the **Lookup** before you go to the detail. If you are entering a new product, go directly to the **Product Detail Screen**.

- **ADVANTAGE** will display the **Product Detail** screen. This is where you actually make the Vendor – Product relationship connections. The information is also used for automatic Purchase Orders.



- **Vendor** – here again, you can use or to search.
- **Vendor Product Code** – enter it here.
- **Mfg. Product Code** – enter the manufacturer's product code here. This field is optional.
- **Desc:** - enter a product description that is meaningful to you. The description shows in the description box on the Product Table.
- **Cost Equation** – amount, divided by units, equals cost per unit, where:
  - **Amount** – Vendor's catalog purchase unit price, like per case, per roll, per each, etc.
  - **Units** – Number of items in each Vendor's catalog unit, like items per case, yards per roll, one each, etc.
  - **Cost** – your cost for each unit, like cost per item, cost per yard, cost per each, etc.
- **Per Unit Description** – unit cost is calculated for what? – ea, roll, yd, ft, etc.
- **Default Order Qty** – *your* usual order, *not* the Vendor's requirement
- **Misc.** section:
  - **Classification** – use this to divide or organize purchases some way other than by sales category
  - **Lead Time** – how long it normally takes to get the products you are ordering. This is how long it actually takes to get your order- not how long the vendor says or how long you want it to take.
- **Vendor Pricing was last updated on** – optional, just for your information.



- **Association** section – this is where you define the three-way Vendor-Product relationship
- **Associate w/ your product code** – for the Vendor you identified, which **ADVANTAGE** product is associated with that Vendor. Use or
- **Your product code's UNIT OF SALE is** – filled in automatically from the Product Code you selected
- **# of Unit of Sale / per Unit of Order** – also filled in automatically from the Product Code
- **GL Code** – typically, this is an expense account or an asset account – where to apply the purchase. This field is optional. This is *not* the Accounts Payable account, but it can be *changed* in Accounts Payable or on the Purchase Order.
- **Location ID** – use to select your location ID. **Location ID** is set up in the **SystemSetup** function. It is used for expenses and can be location, department, region, etc. In **QuickBooks**, it is called a **Class ID**.
- **On Hand, Qty Committed, Qty On Order** – if the product is an Inventory Item, **ADVANTAGE** fills these areas in for you
- **Quantity Breaks** section:
  - **Qty** – quantity you have to purchase to get the discount
  - **Cost** – cost per unit discount you receive if you purchase at least that quantity
- **Notes** – any notes you wish to enter about the vendor's product. The notes you enter here stay here. They are not printed anywhere.
- If you are modifying an existing relationship, click Save or Go To List ....

A time-saving tip - You can open an existing product detail and change only the different information, then click **Save as New** to create a new relationship. It's faster than entering all the information again.

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