

Quick Reference for Adding New Purchasing Vendor Master

The Start and Stop fields on the Purchasing Vendor Master are important. These fields tell Tag-n-Trak which item numbers to include on the Backorder Status Report and on the Purchase Order. Typically, the inventory vendor code is entered in the Start vendor code field, with the Start item number portion blank, the same vendor code in the Stop field, followed by Z's in the Stop item number portion. See the example below for vendor AAA.

Start: _____ Stop: _____
 Start: AAA Stop: AAA ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ

After entering the Start and Stop fields, press ENTER through all remaining fields until you reach the bottom of the screen where you'll be prompted with "OK TO ADD RECORD?" Respond Y for Yes.

MM/DD/YYYY	INVENTORY PURCHASING VENDOR MASTER		VEND ID
ID: AAA	Name: SAMPLE VENDOR NAME	Supplier ID: 123456789	
Address: 1234 STREET NAME		Contact: JOHN DOE	
	Terms: NET 30		
City/ST: CITY	ST	Zipcode: 12345	Phone: ()
		Fax:	
Code:	Free Freight: 500	Ship Instructions: BEST WAY	
Notes: #NOTIFY IF BACKORDERS ARE CANCELLED OR DELIVERIES DELAYED#			
Start: AAA	Stop: AAA ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ		
Prod: ** Pop: * LBR : * Sub Group: * Free:** Serial#: * Kit: * Supp: ***			
QTY Calculation: QOO: + QBO: + QRV: - Proc CBO: Y CBO Note: R Prt Multi: N			
Add to QOO: Y Maintain QBO: 3 Round to Package: Y Print in Package: N			
Sales Fields: STY:P SLY:P SPY: N STP:Y SLP:Y SPP:Y LS-YR: N LS-DLY: N BUY: N			
4th:N 5th:N 6th:N 7th:N 8th:N 9th:N 10th:N 11th:N 12th:N 13th:N 14th:N 15th:N			
Order Days Minimum: 15 Order Days Maximum: 30 Vendor Code Conversion: N			
Alternate Price: N Print Desc: Y Print Which field: I Use Stk Odr For Bko Y			
Price Select: F Other Strs: 2			
	This Period	Last Period	This Year
			Last Year
			Last
Purchases -	0.00	0.00	0.00
Units -	0	0	0
Free -	0.00	0.00	0.00
Purchase			
F7=NEXT ITEM BY			
OK TO ADD RECORD? (Y OR N)			

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If multiple inventory vendor codes are to be purchased from a single purchasing vendor master, then leave the Start vendor code field blank. Enter the inventory vendor codes to be purchased in the Start item number field. Leave the Stop vendor code and item number fields blank. See the sample below where inventory vendors KFN (Kichler Fans), KIC (Kichler Lighting), KLA (Kichler Lamps and Accessories) and KLS (Kichler Landscape) are all purchased under a single purchasing vendor (KIC).

Start: _____ Stop: _____
 Start: KFNKICKLAKLS Stop: _____

Sample I/P Vendor Master with Multiple Inventory Vendor Codes

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MM/DD/YYYY          INVENTORY PURCHASING VENDOR MASTER          VEND ID
      ID: KIC          Name: KICHLER LIGHTING          Supplier ID:
Address: 7711 E. PLEASANT VALLEY          Contact:
                          Terms:
City/ST: CLEVELAND          OH          Zipcode: 44131-5552          Phone: (216)
                          Fax:
      Code:          Free Freight: 500          Ship Instructions: BEST WAY
Notes: #NOTIFY IF BACKORDERS ARE CANCELLED OR DELIVERIES DELAYED#
Start:          KFNKICKLAKLS          Stop:
Prod: **          Pop: *          LBR : *          Sub Group: *          Free:**          Serial#: *          Kit: *          Supp: ***
QTY Calculation: QOO: +          QBO: +          QRV: -          Proc CBO: Y          CBO Note: R          Prt Multi: N
Add to QOO: Y          Maintain QBO: 3          Round to Package: Y          Print in Package: N
Sales Fields: STY:P          SLY:P          SPY: N          STP:Y          SLP:Y          SPP:Y          LS-YR: N          LS-DLY: N          BUY: N
4th:N          5th:N          6th:N          7th:N          8th:N          9th:N          10th:N          11th:N          12th:N          13th:N          14th:N          15th:N
Order Days Minimum: 15          Order Days Maximum: 30          Vendor Code Conversion: N
Alternate Price: N          Print Desc: Y          Print Which field: I          Use Stk Odr For Bko Y
Price Select: F          Other Strs: 2
          This Period          Last Period          This Year          Last Year          Last
Purchases -          0.00          0.00          0.00          0.00          Purchase
Units -          0          0          0          0
Free -          0.00          0.00          0.00          0.00

F7=NEXT ITEM BY
    
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