

# Manually Entering Vendors

## PROCEDURE

1. In the Vendors Folder, open the Vendor form.

### Vendor Form

The screenshot shows a software window titled "Vendor" with several tabs: "General", "Parts", "Commodities", "Contacts", "Vendor Sites", and "Agreements". The "General" tab is active. At the top, there is a search bar labeled "Vendor" with a yellow highlight. Below this is a "General Information" section containing the following fields:

- Sales Rep: [Text Field]
- Telephone: [Text Field]
- Fax: [Text Field]
- Minority:
- Default Purchase Site: [Text Field]
- Vendor ID: [Text Field]
- Type: [Dropdown Menu]
- Status: [Dropdown Menu, value: APPROVED]
- Ship Via: [Dropdown Menu]
- Freight Terms: [Dropdown Menu]
- Shipping Terms: [Text Field]

On the right side of the "General Information" section, there are two buttons: "Dates..." and "PO History...". At the bottom of the form, there are two more fields:

- Buyer: [Text Field]
- Payment Term: [Text Field]

# Manually Entering Vendors

## Vendor Form – General Tab – Header Section

The screenshot shows a software interface for entering vendor information. At the top, there are tabs for 'General', 'Parts', 'Commodities', 'Contacts', 'Vendor Sites', and 'Agreements'. The 'General' tab is active. Below the tabs is a header section with a 'Vendor' label and a text input field. A red rectangular box highlights this input field. Below the header section is a 'General Information' section containing several fields: 'Sales Rep', 'Telephone', 'Fax', 'Minority' (with a checkbox), 'Default Purchase Site', 'Vendor ID', 'Type', 'Status' (set to 'APPROVED'), 'Ship Via', 'Freight Terms', 'Shipping Terms', 'Buyer', and 'Payment Term'. There are also buttons for 'Dates...' and 'PO History...'.

2. In the Header Section, complete the following;
  - a. **Vendor** – (required) Type the Vendor EID.
  - b. **Vendor Name** – (required) Type the Vendor Name (field is unlabeled).

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## Vendor Form – General Tab – General Information Section

The screenshot shows a software interface for entering vendor information. The 'General Information' section is highlighted with a red border. It includes the following fields and controls:

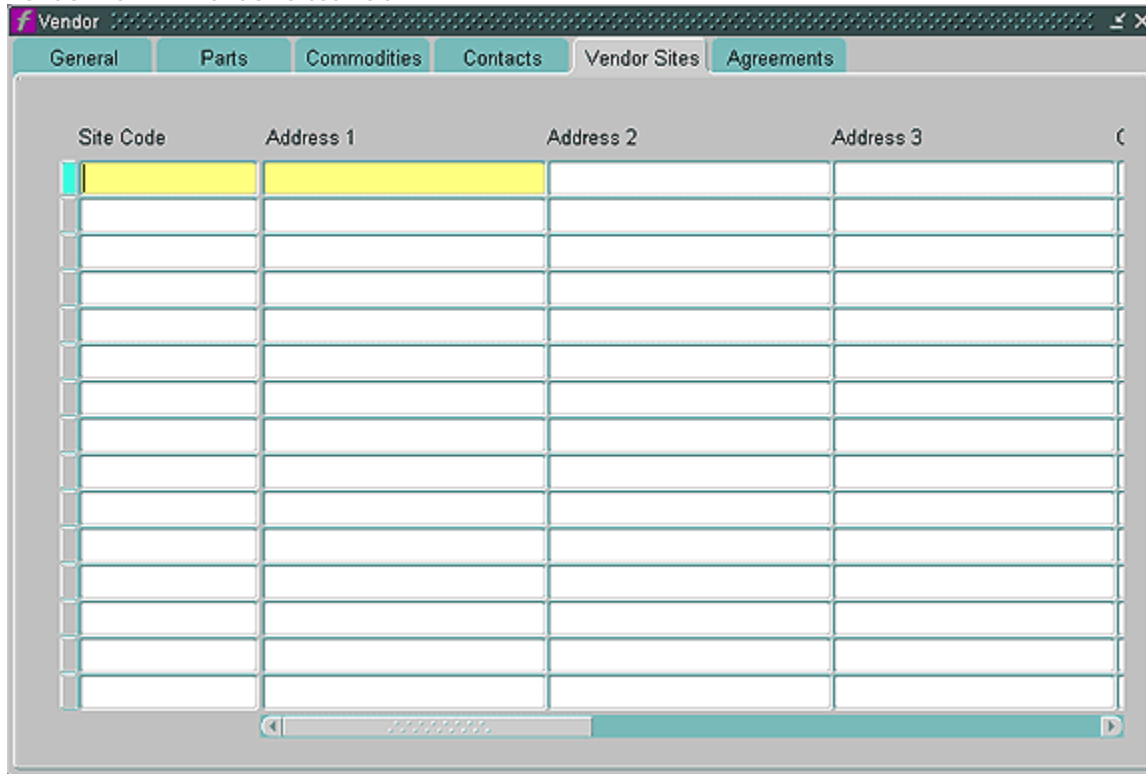
- Sales Rep: Text input field
- Telephone: Text input field
- Fax: Text input field
- Minority: Checkbox
- Default Purchase Site: Text input field with a dropdown arrow
- Vendor ID: Text input field, highlighted in yellow
- Type: Dropdown menu
- Status: Dropdown menu, currently set to 'APPROVED'
- Ship Via: Dropdown menu
- Freight Terms: Dropdown menu
- Shipping Terms: Text input field
- Buyer: Text input field
- Payment Term: Text input field, highlighted in yellow

Additional controls on the right include 'Dates...' and 'PO History...' buttons.

3. In the General Information Section, complete the following:  
**NOTE:** After entering the Vendor Name, skip the next several fields by clicking in the Vendor ID field. Otherwise tab through the following fields:
  - a. **Sales Rep** – (not used)
    1. Tabbing from this field will open the Additional Sales Detail form. You must tab past all three Additional Sales Detail fields to close the form. None of these fields are used.
  - b. **Telephone** – (not used)
  - c. **Fax** – (not used)
  - d. **Minority Checkbox** – (not used)
  - e. **Default Purchase Site** – (not used)
  - f. **Vendor ID** – Type UT\_LOAD
  - g. **Buyer** – (not used)
  - h. **Payment Term** – Type NET30; clicking Ctrl+L will also populate the field with NET30.
  - i. **Type** – Type SUPPLIER or select from pull-down list.
  - j. **Status** – Type APPROVED or select from pull-down list.
  - k. **Ship Via** – (not used)
  - l. **Freight Terms** – (not used)
  - m. **Shipping Terms** – (not used)

# Manually Entering Vendors

Vendor Form – Vendor Sites Tab



Site Code	Address 1	Address 2	Address 3

- 4. On the Vendor Sites tab, complete the following:
  - a. **Site Code** – (required) Type 000
  - b. **Address 1** – (required) Enter the street address or PO Box of the mailing address.
  - c. **Address 2** – If appropriate, type the second line of the Vendor's Address.
  - d. **Address 3** – If appropriate, type the third line of the Vendor's Address.

# Manually Entering Vendors

Vendor Form – Vendor Sites Tab

The screenshot shows a software window titled "Vendor" with a tabbed interface. The "Vendor Sites" tab is selected. Below the tabs is a table with five columns: "Site Code", "City", "State", "Country", and "Province". The first row of the table is highlighted in yellow. The rest of the table is empty. A scrollbar is visible at the bottom of the table area.

Site Code	City	State	Country	Province

- e. **City** – (required) Type the Vendor’s City.
- f. **State** – (required) Type the Vendor’s State.
- g. **Country** – Type the Vendor’s Country (example: USA)

# Manually Entering Vendors

## Vendor Form – Vendor Sites Tab

The screenshot shows a software window titled "Vendor" with a tabbed interface. The "Vendor Sites" tab is selected. The window contains a table with the following columns: Site Code, Province, Zip Code, Pay Site, Purchase Site, and RFQ Site. The first row of the table is highlighted in yellow, and the checkboxes for Pay Site, Purchase Site, and RFQ Site are checked. The remaining rows are empty.

Site Code	Province	Zip Code	Pay Site	Purchase Site	RFQ Site
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- h. **Province** – Type the Vendor’s Province, if applicable.
  - i. **Zip Code** – Type the Vendor’s Zip Code.
  - j. **Pay Site Checkbox** – Leave checked.
  - k. **Purchase Site Checkbox** – Leave checked.
  - l. **RFQ Site Checkbox** – Leave checked.
5. Click Ctrl+S to save record. Click X in upper right corner to close form.