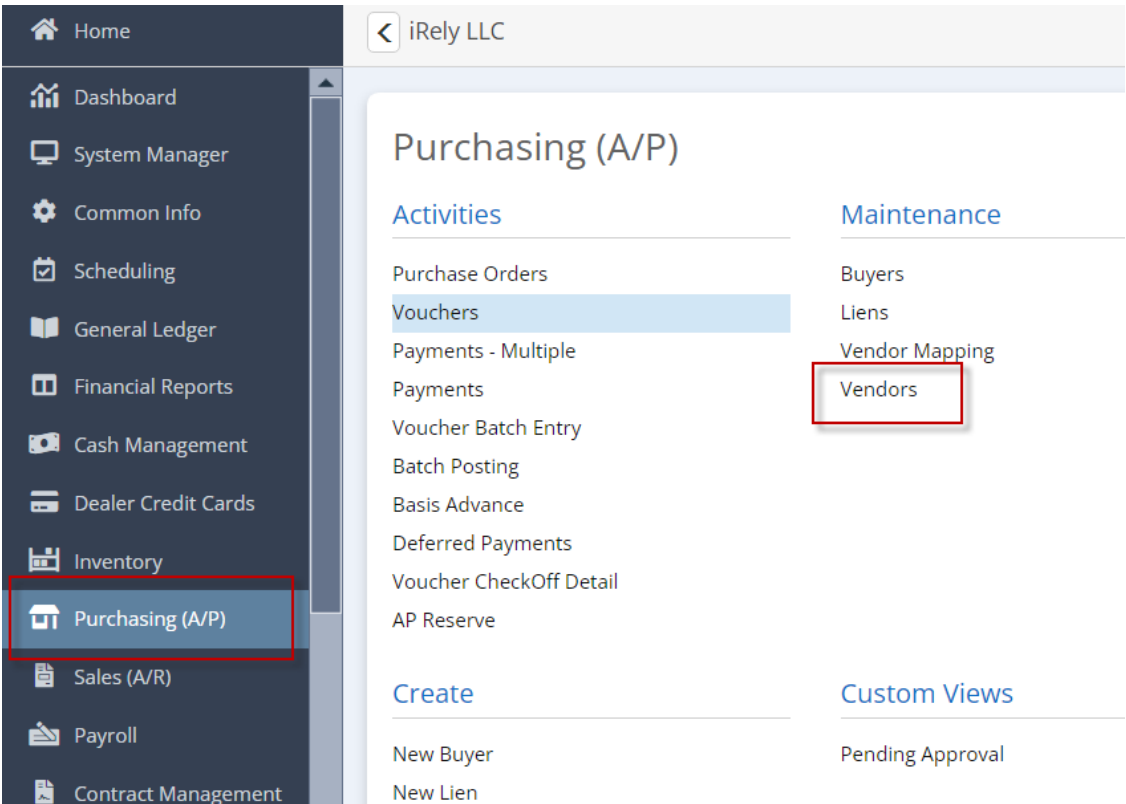


# How to Setup Transports

For Vendors from whom you purchase fuel. Go to Purchasing Module (A/P) then under Maintenance Vendors



Search the vendor name

Search Vendors

Close

Vendors

Vendors Calendar Year

Vendor Summary

Vendor Pay To Calendar Year

Vendor Pay To Summar

Open Selected

New

Export

Columns

View

Import

Entity No

Contains

+ Add Filt

	Entity No	Name	Vendor Class	Phone	Address	City
<input type="checkbox"/>	1005720	2				
<input type="checkbox"/>	1005932	202206271244				
<input type="checkbox"/>	1005846	2210Vendor1207				
<input type="checkbox"/>	1005330	A CUSTOMS BR...			1900 Northwest...	Doral
<input type="checkbox"/>	23430042	A Sea Of Red Fla...		(434) 907-7474	1715 Heritage Ci...	Lynchbur
<input type="checkbox"/>	0001005132	A1 Portal Farms,...			4242 FLAGSTAF...	FORT WA
<input type="checkbox"/>	1005679	Aardvarks Unlim...		2605555555	Flagstaff Cove	Fort Way
<input type="checkbox"/>	1005618	ABC				
<input type="checkbox"/>	ABC	ABC Construction	Vendor base		Ozark, MO 6572...	New Havi
<input type="checkbox"/>	1005577	ABC Pools				Fort Way

Upon double clicking you will open that specific vendor, you need to check **Transport Terminal** checkbox for that Entity on the Vendor Detail tab then hit **SAVE**

**Vendor - 202206271244**

New Save Search Delete Undo Additional ▾ Close

Entity **Vendor** General Locations Contacts Split Farm History Messages Activities Attachments Audit Log Entity Type Approval Custom Crop Insurance

**Detail** Dealer Credit Card Taxing Pricing Lien Holder Store Import Info

Type	Company	Tax No	
Vendor Account No.	T44	Tax State	
GL Account		Tax Code	
Currency	USD	Value Added Tax No (VAT)	
Pay From Bank Account		Withholding	<input type="checkbox"/> Match Vendor Cost <input type="checkbox"/>
Credit Limit	0.00	FLO Id	
Parent Vendor		Legacy Vendor ID	1005932
Payment Method	Check	External Vendor ID	
Ship From	202206271244		
Pay To Address	202206271244		
Ship Via			
Primary Entity Group			
Default Terms	Due on Receipt		

**Specific Terms**

+ Insert × Remove Export ▾ View ▾ Filter (F3)

☐ Terms

☐ Due on Receipt

☐

**Vendor Configuration Per Location**

+ Insert × Remove Export ▾ View ▾ Filter (F3)

Location	Currency	Vendor Account No.
<input type="checkbox"/>		

**Payment Control**

☒ Active

☐ Always Discount

☐ Hold

☐ One voucher per payment

☒ Create voucher for pending payables

☒ Post voucher for pending payables

**Exposure Inquiry**

Risk Indicator

Business Volume

UOM

**Setup**

☐ Transport Terminal

☐ Company Owned Terminal

? ⓘ 35.89s | No Need for Approval Page 1 of 1 Refresh

Set up Supply Point. You can get to Supply Point from Vendor (Entity) screen Locations tab Vendor Location screen Supply Point tab.

Home

Dashboard

System Manager

Common Info

Scheduling

General Ledger

Financial Reports

Cash Management

Dealer Credit Cards

Inventory

Purchasing (A/P)

Sales (A/R)

Payroll

Contract Management

< iRely LLC

Purchasing (A/P)

Activities

Purchase Orders

Vouchers

Payments - Multiple

Payments

Voucher Batch Entry

Batch Posting

Basis Advance

Deferred Payments

Voucher CheckOff Detail

AP Reserve

Create

New Buyer

New Lien

Maintenance

Buyers

Liens

Vendor Mapping

Vendors

Custom Views

Pending Approval

Search Vendors

Close

Vendors Vendors Calendar Year Vendor Summary Vendor Pay To Calendar Year Vendor Pay To Summary EFT Information test Newco Vendor Locations

Open Selected New Export Columns View Import 431 records (1 selected)

Entity No Contains Add Filter Clear Filters

Entity No	Name	Location Name	Type	Description	Address	City	State/Province	Zip/Postal Code	Country	Phone	Fax
<input type="checkbox"/>	1005720	2	2	Location					United States		
<input checked="" type="checkbox"/>	1005932	202206271244	202206271244	Location					United States		
<input type="checkbox"/>	1005846	2210Vendor1207	01	Location					United States		
<input type="checkbox"/>	1005330	A CUSTOMS BR...	Doral	Location	1900 Northwes...	Doral	FL	33172	United States		
<input type="checkbox"/>	1005330	A CUSTOMS BR...	Pay to	Location				60565	United States		
<input type="checkbox"/>	23430042	A Sea Of Red Fl...	Lynchburg		1715 Heritage ...	Lynchburg	VA	24502			
<input type="checkbox"/>	0001005132	A1 Portal Farm...	Western Plant	Location	105 Promenade	Swanton	OH	43558	United States		
<input type="checkbox"/>	0001005132	A1 Portal Farm...	Farm 1	Location	4242 FLAGSTAF...	FORT WAYNE	IN	46815	United States		
<input type="checkbox"/>	0001005132	A1 Portal Farm...	1a1-1-Farm 1	Farm				43588			
<input type="checkbox"/>	0001005132	A1 Portal Farm...	State-2-Farm 1	Farm				43558			
<input type="checkbox"/>	1005670	Asadur...	Home Office	Location	Elm...	Fort Wayne	IN	46815	United States		

5.22s Ready Refresh

Select a location under Vendor Locations Tab Click Open

**Search Vendors** Close

Vendors Vendors Calendar Year Vendor Summary Vendor Pay To Calendar Year Vendor Pay To Summary EFT Information test Newco **Vendor Locations**

Open Selected New Export Columns View Import 431 records (1 selected)

Entity No Contains + Add Filter - Clear Filters

Entity No	Name	Location Name	Type	Description	Address	City	State/Province	Zip/Postal Code	Country	Phone	Fax
<input type="checkbox"/> 1005720	2	2	Location						United States		
<input checked="" type="checkbox"/> 1005932	202206271244	202206271244	Location						United States		
<input type="checkbox"/> 1005846	2210Vendor1207	01	Location						United States		
<input type="checkbox"/> 1005330	A CUSTOMS BR...	Doral	Location		1900 Northwes...	Doral	FL	33172	United States		
<input type="checkbox"/> 1005330	A CUSTOMS BR...	Pay to	Location					60565	United States		
<input type="checkbox"/> 23430042	A Sea Of Red Fl...	Lynchburg			1715 Heritage ...	Lynchburg	VA	24502			
<input type="checkbox"/> 0001005132	A1 Portal Farm...	Western Plant	Location		105 Promenade	Swanton	OH	43558	United States		
<input type="checkbox"/> 0001005132	A1 Portal Farm...	Farm 1	Location		4242 FLAGSTAF...	FORT WAYNE	IN	46815	United States		
<input type="checkbox"/> 0001005132	A1 Portal Farm...	1a1-1-Farm 1	Farm					43588			
<input type="checkbox"/> 0001005132	A1 Portal Farm...	State-2-Farm 1	Farm					43558			
<input type="checkbox"/> 1005670	Ashtedite Hall	Home Office	Location		Flanagan Cou...	Fort Wayne	IN	46815	United States		

? 5.22s Ready Refresh

Details tab Gross or Net dropdown: select whether this Vendor Location bills by Gross or Net gallons.

**Entity Location - 202206271244**

New Save Delete Undo Add as Vendor Close

Details 1099 Override **Supply Point** SkyBitz Default Items Audit Log Attachments

Details Rack Price Equation Product Search

Gross or Net

Fuel Dealer ID1

Fuel Dealer ID2

Default Origin

Terminal No

Supply Point for Rack Prices

Multiple Due Dates

Freight Sales Unit