

How to Create Vendor Setup

1. Go to Vendor Rebates Menu and click on Maintenance | Setup menu.
2. When Rebate Setup search screen opens, make sure that Vendor tab is currently opened.
3. Click New.
4. Enter the following details:

4.1. **Vendor** - Select Vendor record from the list.

4.2. **Export File Type**- Choose either CSV, TXT or XML

4.3. **Export File Path** - Enter the folder where the exported file will be saved.

The screenshot shows the 'Vendor Setup - 000000608' window. The 'Setup' tab is active. At the top, there are fields for 'Vendor' (000000608), 'Export File Type' (CSV), 'Export File Path' (D:\Export), 'Vendor Name' (The Manchester Company), 'Company ID 1' (96-7896541), and 'Company ID 2' (12-7894562). Below these are four data grids:

- Customer Grid:** Contains one row with 'Customer' (checked), 'Vendor's Customer' (ABC-100), and '0001005004'.
- Item Grid:** Contains one row with 'Item' (checked), 'Vendor's Item' (ABC-12345), and '00010-623064'.
- UOM Grid:** Contains one row with 'UOM' (checked), 'Vendor's UOM' (GAL), and 'Equipment Type' (Gallon).
- Category Grid:** Contains one row with 'Category' (unchecked), 'Vendor's Category' (BioFuel), and 'BioFuel'.

Each grid has an 'Insert' button and a 'Filter (F3)' field. The bottom status bar shows '0.33s' and 'Edited'.

4.4 Customer grid

1. Click Insert button to open the Add Customer search screen
2. Select one or more customers to populate data in the grid.
3. Enter Vendor's Customer. This field accepts up to 50 characters only.

4.5 Item grid

1. Click Insert button to open the Add Items search screen
2. Select one or more items to populate data in the grid.
3. Enter Vendor's Item. This field accepts up to 50 characters only.

4.6 UOM grid

1. Click Insert button to open the Add UOM search screen
2. Select one or more UOM to populate data in the grid.
3. Enter Vendor's UOM. This field accepts up to 50 characters only.
4. You can enter Equipment Type optionally. This field accepts up to 50 characters only.

4.7 Category grid

1. Click Insert button to open the Add UOM search screen
2. Select one or more categories to populate data in the grid.
3. Enter Vendor's Category. This field accepts up to 50 characters only.