

How to Add Vendor Location

Here's how to add a vendor location, rates and item for vendor program.

1. On Vendor Setup, [Add Buyback Program](#).
2. Setup rate per charges by selecting the charge and clicking **Insert** button in Rates panel. This will display the **Add Vendor Location - Item** screen.

Charges

X Remove

Export ▾

View ▾

Filter (F3)

☐ Charges*

☒ Freight

☐

Rates

X Remove

Export ▾

View ▾

Filter (F3)

☐

Customer Location

☐

Item

☐

UOM

☐

Begin Date*

☐

End Date

☐

Rate Per Unit*

3. By default, the customer location setup in vendor will be displayed. Select the customer location.
4. On **UOM panel**, select one or more UOMs. Rate can be setup for:
 - UOM
 - UOM and Item
 - UOM, Item and Customer Delivery Location
5. On **Item panel**, select one or more items. Take note that the selected item should have a specific UOM setup.

OkClose

Vendor Location - Item

Customer Location

Export ▾

View ▾

Filter (F3)

☒

Customer Location

☐

Customer

☐

Customer Name

Fort Wayne

1005575

Customer Vendor A

UOM

Export ▾

View ▾

Filter (F3)

☐

FT

☐

Gallon

☒

Gram

☐

Hectare

☐

Hour

☐

ICE Coffee Lots

☐

Imp

☒

KG

☐

Lb

☐

Liter

☐

Metric Ton

☐

Minute

☐

Month

☐

MWh

☐

Order

☐

Ounce

☐

pound met

☐

Quart

Item

Export ▾

View ▾

Filter (F3)

☐

Pecans 5

Pecans Small

☐

Pepper Bag 50lb

Pepper Bag 50lb

☐

Pepper Moisture

Pepper Moisture

☐

Pepper Peeler S...

Pepper Peeler Solution - RM 3

☐

Pepper Peels

Pepper Peels - Dust/Skin

☒

Pepper1

Pepper1

☐

PH & B pepper ...

PH & B pepper grade

☐

Pin head & Bro...

Pin head & Broke paper grade

☐

Pinnacle Premi...

Pinnacle Premix Super Sacks - Large

☐

Pinnacle SG

Pinnacle SG

☒

Pinto Bean

Pintos

☐

Pinto Beans Br...

Pinto Beans Browns Best Cases

☐

PKG AVR Peru ...

PKG AVR Peru 50 lb

☐

Plant Costs

Plant Costs

☐

Planter Tractor

Planter Tractor

☐

Platinum Butter...

Expansion Rate: 45-50:1

☐

Please include t...

Please include this on the shipment

☐

POBBCA

Pinto Beans Browns Best Cases

6. Click **Ok button**. Add Vendor Location - Item screen will be closed.
7. Rates will be displayed in **Rates panel grid**. Customer location and item will be displayed per UOM.
8. Click **Save button** to save the changes made.