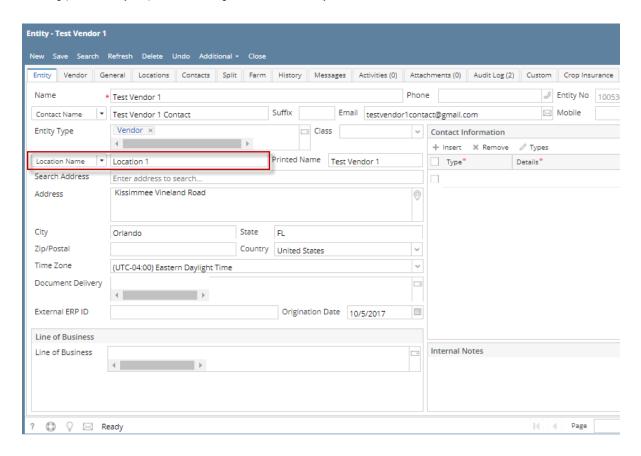
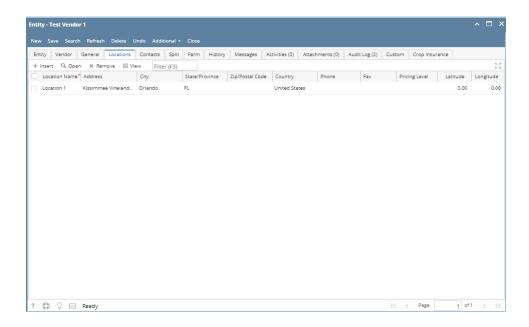
How To Add Vendor Locations

Here are the steps on how to create Vendor Locations:

- 1. Create a new vendor Or Open an Existing Vendor Record
 - To Create a new Vendor (See How to Add Vendors)
 - Open existing vendor record (Navigate to Purchasing (A/P) > Vendors > Select existing record from Search Screen)
- 2. During the creation of vendor record, entered vendor location were already set as default vendor location.
 - o Purchasing (Accounts Payable) > Select existing vendor record > Entity tab

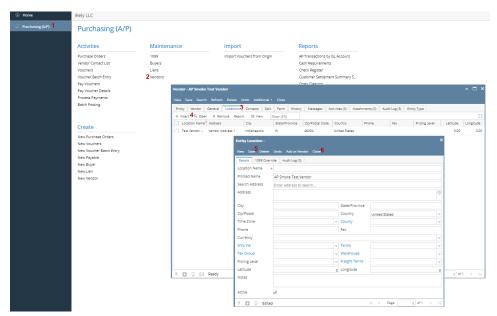


o Purchasing (Accounts Payable) > Select existing vendor record > Locations tab

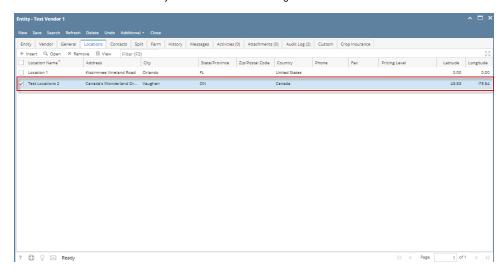


3. To enter a multiple vendor locations

Navigate to Purchasing (Accounts Payable) > Select existing vendor record > Locations tab > Click Insert > Populate the required fields
Save > Close

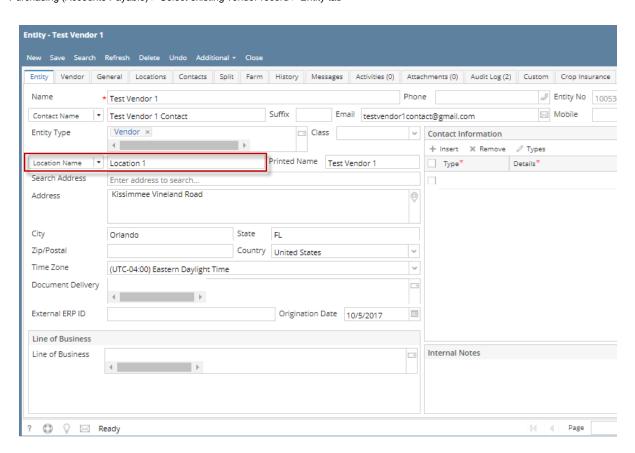


o Created locations will automatically saved on locations tab > grid

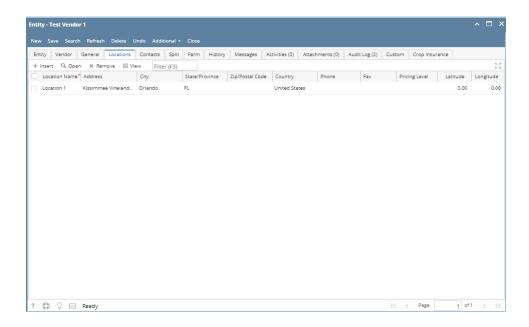


Here are the steps on how to create Vendor Locations:

- 1. Create a new vendor Or Open an Existing Vendor Record
 - To Create a new Vendor (See How to Add Vendors)
 - Open existing vendor record (Navigate to Purchasing (A/P) > Vendors > Select existing record from Search Screen)
- 2. During the creation of vendor record, entered vendor location were already set as default vendor location.
 - o Purchasing (Accounts Payable) > Select existing vendor record > Entity tab

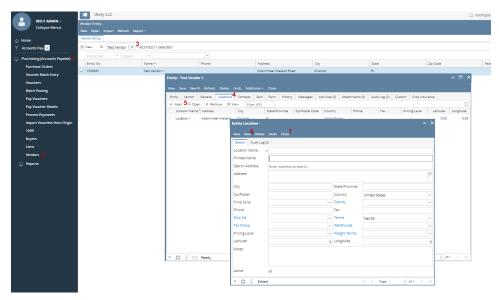


o Purchasing (Accounts Payable) > Select existing vendor record > Locations tab

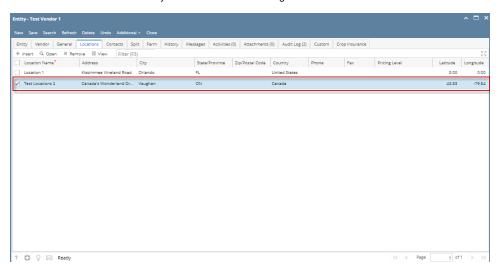


3. To enter a multiple vendor locations

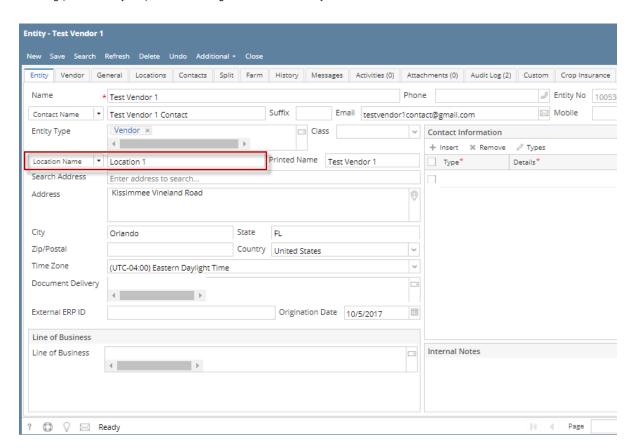
Navigate to Purchasing (Accounts Payable) > Select existing vendor record > Locations tab > Click Insert > Populate the required fields
Save > Close



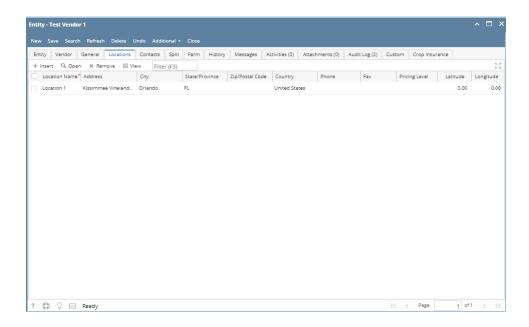
o Created locations will automatically saved on locations tab > grid



- 1. Create a new vendor Or Open an Existing Vendor Record
 - To Create a new Vendor (See How to Add Vendors)
 - Open existing vendor record (Navigate to Purchasing (A/P) > Vendors > Select existing record from Search Screen)
- 2. During the creation of vendor record, entered vendor location were already set as default vendor location.
 - o Purchasing (Accounts Payable) > Select existing vendor record > Entity tab

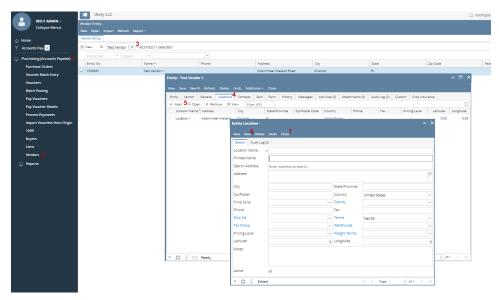


° Purchasing (Accounts Payable) > Select existing vendor record > Locations tab

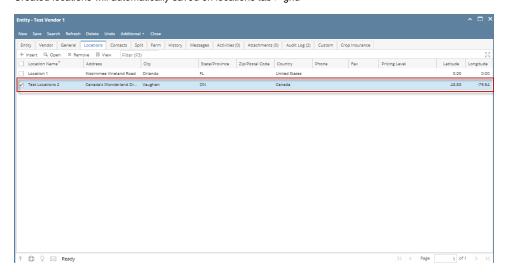


3. To enter a multiple vendor locations

Navigate to Purchasing (Accounts Payable) > Select existing vendor record > Locations tab > Click Insert > Populate the required fields
Save > Close

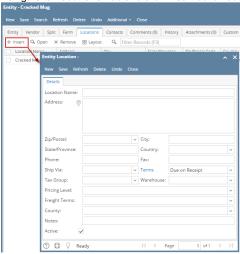


O Created locations will automatically saved on locations tab > grid

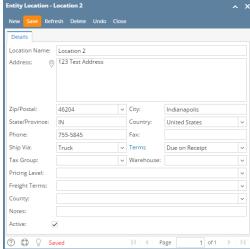


Here are the steps on how to add vendor locations:

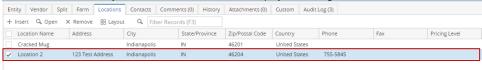
- 1. Create new vendor (see How To Add Vendors) or open an existing vendor record from Purchasing > Vendors.
- 2. Navigate to Locations Tab and click Insert action button to open blank Entity Location screen.



3. Enter location details and click Save.

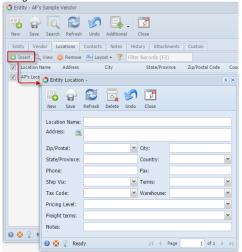


4. Click Close button. Newly added vendor location will be displayed on the grid.

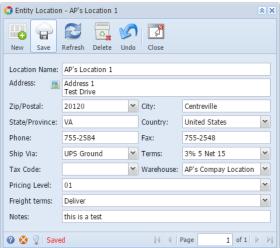


Here are the steps on how to add vendor locations:

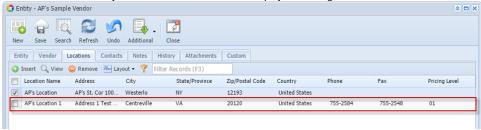
- 1. Create new vendor (see How To Add Vendors) or open an existing vendor record from Purchasing > Vendor.
- 2. Navigate to Locations tab and click Insert action button to open blank Entity Location screen.



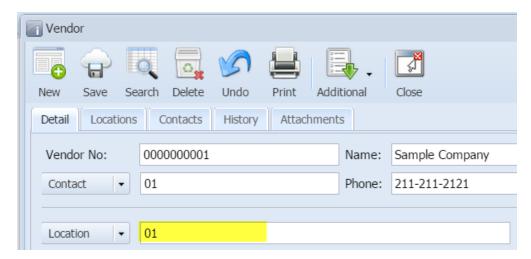
3. Enter location details and click Save.



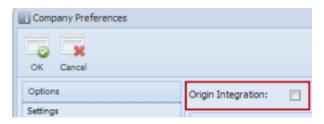
4. Click Close button. Newly added vendor location will be displayed on the grid.



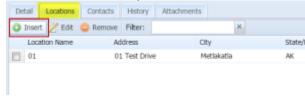
During the vendor creation (see How to Add Vendors) a vendor location is created when you enter value on Location field.



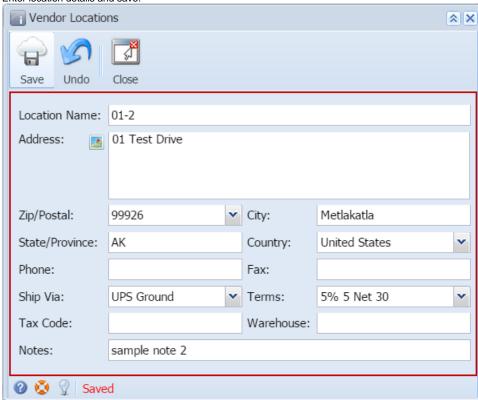
If you wish to add more vendor locations, here are the steps. But take note that this is only possible if **Origin Integration** from the **Company Preference** is turned **OFF**.



- 1. Navigate to **Locations** tab of Vendor screen.
- 2. Click Insert action button to open blank Vendor Location screen.

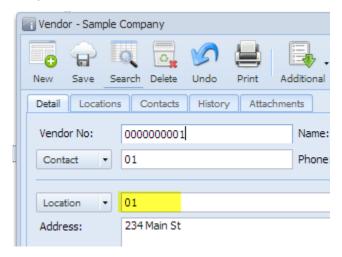


3. Enter location details and save.



4. Click Close button. Newly added vendor location will be displayed on the grid.

During the vendor creation (see How to Add Vendors) a vendor location is created when you enter value on Location field.

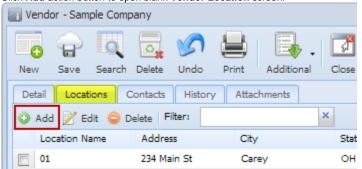


If you wish to add more vendor locations, here are the steps. But take note that this is only possible if **Origin Integration** from the **Company Preference** is turned **OFF**.

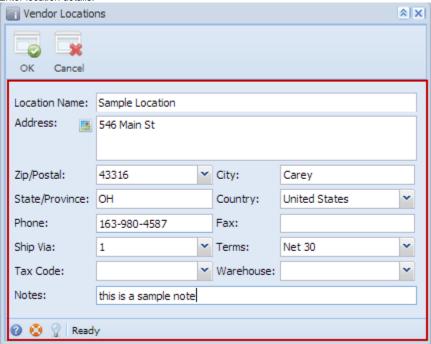


1. Navigate to Locations tab of Vendor screen.

2. Click Add action button to open blank Vendor Location screen.



3. Enter location details.



- 4. Click \mathbf{OK} to close Vendor Location screen.
- 5. Newly added vendor location will be displayed on the grid.

