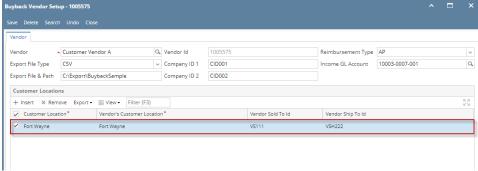
How to Add Buyback Vendor

- 1. From Sales > Customers, create a customer vendor entity. Enter the necessary details.
- 2. On Location tab, add all delivery locations. These are customer locations to which deliveries are made for the invoices.
- 3. Add Vendor type in Entity tab. This will open the Vendor screen.
- 4. Enter the details needed, then click Save button.
- 5. From Buybacks menu > Setup, click New button.
- 6. Enter the following details.
 - Vendor customer/vendor entity.
 - Export File Type specific export file type (csv, xml, text)
 - Export File & Path specific path + filename of the file without the extension
 - Company ID 1 user inputs company Id 1
 - Company ID 2 user inputs company Id 2
 - · Reimbursement Type user selects if the reimbursement type AP or AR
 - Income GL Account displays GL Accounts



- 7. In Customer Locations panel, click **Insert** button. The Customer Locations search screen will display. This will list all the locations that were setup for the customer.
- 8. Select the specific location and click Open Selected button. Selected customer locations will be displayed on the grid.
- 9. Enter values for Vendor Sold To Id and Vendor Ship To Id.



10. Click Save button.