

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

+ Insert

X Remove

Export ▾

View ▾

Filter (F3)

Customer Location	Item	UOM	Begin Date*	End Date	Rate Per Unit*
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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
<input checked="" type="checkbox"/> Fort Wayne	1005575	Customer Vendor A

UOM

Export ▾

View ▾

Filter (F3)

UOM
<input type="checkbox"/> FT
<input type="checkbox"/> Gallon
<input checked="" type="checkbox"/> Gram
<input type="checkbox"/> Hectare
<input type="checkbox"/> Hour
<input type="checkbox"/> ICE Coffee Lots
<input type="checkbox"/> Imp
<input checked="" type="checkbox"/> KG
<input type="checkbox"/> lb
<input type="checkbox"/> Liter
<input type="checkbox"/> Metric Ton
<input type="checkbox"/> Minute
<input type="checkbox"/> Month
<input type="checkbox"/> MWh
<input type="checkbox"/> Order
<input type="checkbox"/> Ounce
<input type="checkbox"/> pound met
<input type="checkbox"/> Quart

Item

Export ▾

View ▾

Filter (F3)

Item	Description
<input type="checkbox"/> Pecans 5	Pecans Small
<input type="checkbox"/> Pepper Bag 50lb	Pepper Bag 50lb
<input type="checkbox"/> Pepper Moisture	Pepper Moisture
<input type="checkbox"/> Pepper Peeler S...	Pepper Peeler Solution - RM 3
<input type="checkbox"/> Pepper Peels	Pepper Peels - Dust/Skin
<input checked="" type="checkbox"/> Pepper1	Pepper1
<input type="checkbox"/> PH & B pepper ...	PH & B pepper grade
<input type="checkbox"/> Pin head & Bro...	Pin head & Broke paper grade
<input type="checkbox"/> Pinnacle Premi...	Pinnacle Premix Super Sacks - Large
<input type="checkbox"/> Pinnacle SG	Pinnacle SG
<input checked="" type="checkbox"/> Pinto Bean	Pintos
<input type="checkbox"/> Pinto Beans Br...	Pinto Beans Browns Best Cases
<input type="checkbox"/> PKG AVR Peru ...	PKG AVR Peru 50 lb
<input type="checkbox"/> Plant Costs	Plant Costs
<input type="checkbox"/> Planter Tractor	Planter Tractor
<input type="checkbox"/> Platinum Butter...	Expansion Rate: 45-50:1
<input type="checkbox"/> Please include t...	Please include this on the shipment
<input type="checkbox"/> POBBCA	Pinto Beans Browns Best Cases

Ready

Refresh

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.