Vendors & Vendor Parts Usage Guide

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Setting up Vendors

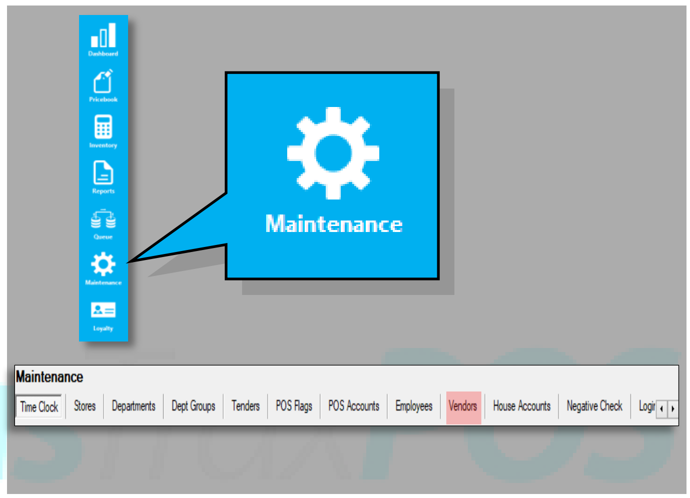
To receive items from vendors through **FasTrax**, vendor(s) will need to be set up. Setting and associating vendors will allow you to create and receive **POs** (Purchase Orders created by Store) as well as receive vendor invoices.

Vendors whom you will be utilizing **EDI** with will need to be created including their **EDI** information. This is done through the **EDI Setup** utility in **Vendors**. More information for this can be found in the **EDI** section HERE

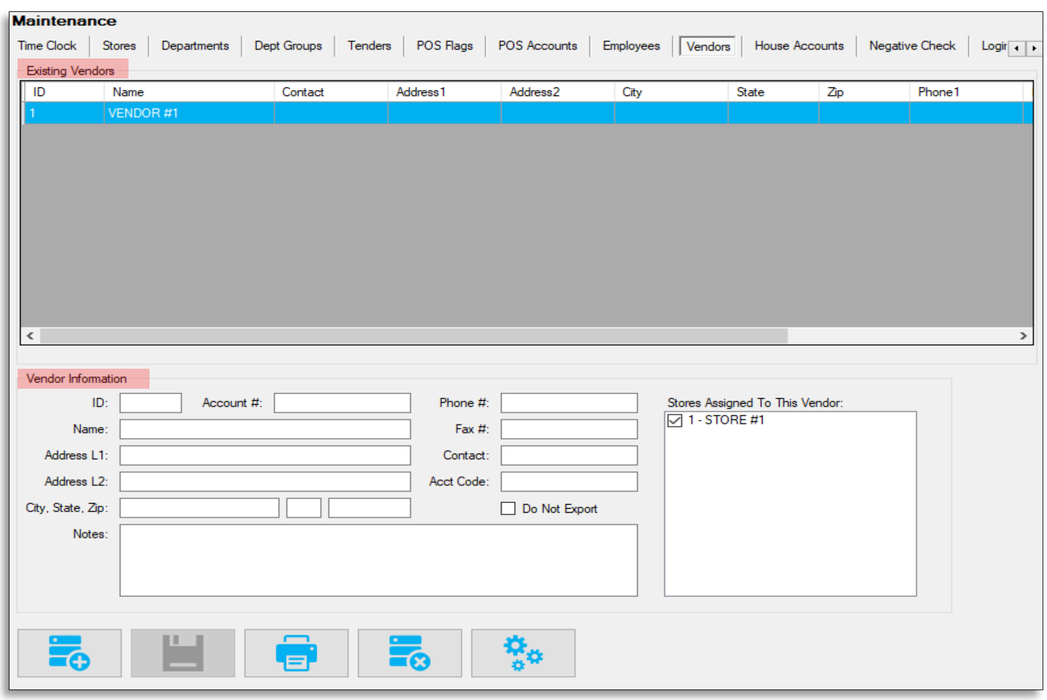
Large amounts of items can be assigned **Part Numbers** if the applicable vendor(s) supply a properly formatted file containing these **Part/Item Numbers**. For more information on compatible formats, speak with **FasTrax Support**.

1) After logging into the **Director**, choose the "**Maintenance**" module.

2) Choose the "**Vendor**" tab from the options listed along the top bar.

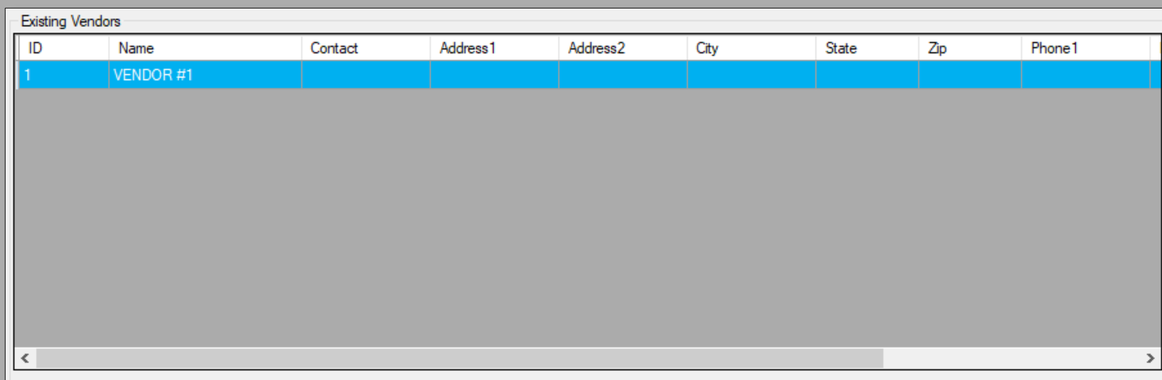


3) This will open the "**Vendors**" utility.



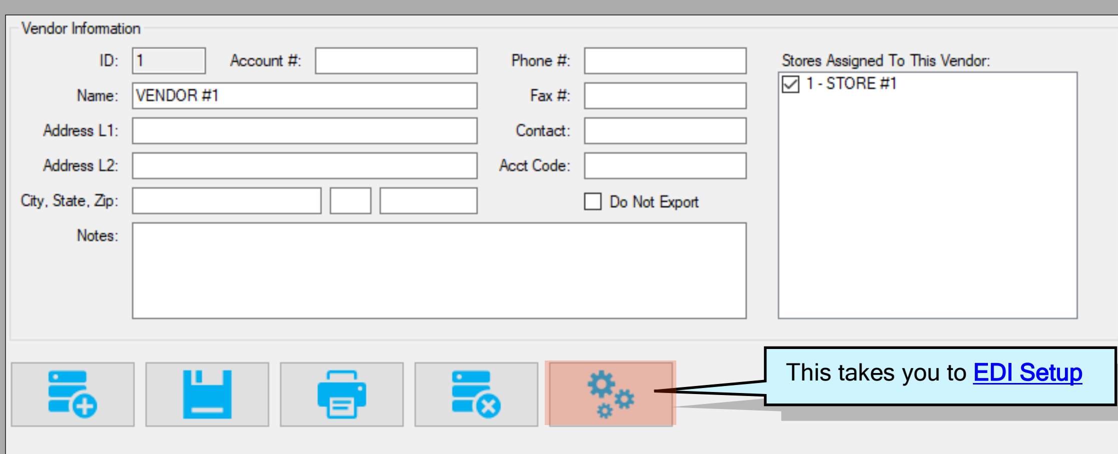
This utility is separated into two sections; **Existing Vendors** and **Vendor Information**.

Existing Vendors



Created **Vendors** are listed here. To edit these, highlight and edit through the **Vendor Information** portion of this utility.

Vendor Information

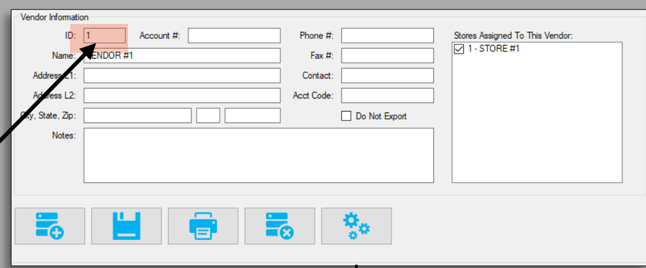


This takes you to [EDI Setup]

Enter vendor information in this section. A **Vendor ID** is automatically assigned. However, this ID can only be edited before saving. A **Vendor Name** is the only detail which must be added. All other information is entered at your discretion. Assign store(s) to appropriate vendors.

4) To add a new **Vendor**, click the "Add/Plus" button.

5) Enter pertinent vendor information. The **Account #** is in reference to a number you may already utilize for current accounting information.

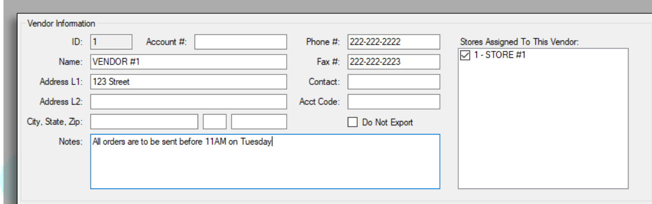


The **ID** is auto assigned when the "Add" button is pressed. However, before saving, this **ID** can be edited and/or changed to whatever you deem applicable.

IDs CANNOT be changed after the Vendor is saved.

Press the "**EDI Setup**" button to choose/enter information for **EDI** receiving. For more information on setting **EDI**, press HERE

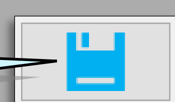
6) Before pressing the "**Save**" button, confirm the entered information is correct for this **Vendor**.

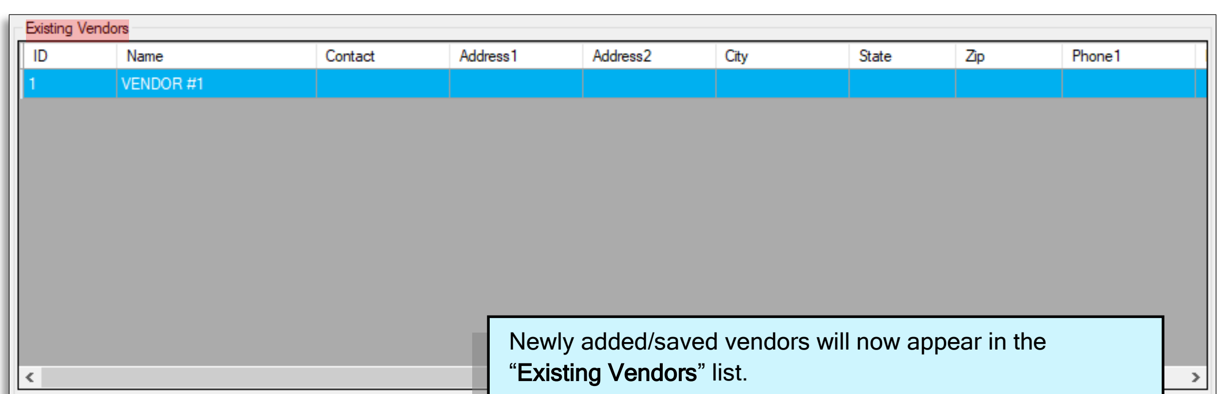


Vendor information can be edited after being saved. Remember, the only detail which cannot be changed after saving is the **Vendor ID**.

To edit, simply return to the **Vendor** utility and highlight the **Vendor** you wish to edit. Press the "**Save**" button after changes are completed. Existing Items in your **Pricebook** will retain edited **Vendors**.

Press to save **Vendor** Information.





Newly added/saved vendors will now appear in the "**Existing Vendors**" list.

To edit, simply highlight and change anything in the "**Vendor Information**" section requiring attention. Press the "**Save**" button once you are finished editing.

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Assigning Vendors to Items

When utilizing vendors, items must be assigned to vendors before creating **Purchase Orders** and receiving items via **Vendor EDI**.

These assignments are made through **Item Details**, **Vendor Parts,** or **Mass Updates**.

These utilities are used to assign **Part Numbers** to items. These **Part Numbers**, by default, are the item's **UPC**. However, actual **Vendor Part/Item Numbers** must be entered before generating orders and receiving **EDI**.

Item Details - Assigning vendors through this utility is an item-by-item basis. **Vendor Name** and **Part/Item Number** are the only details available for entry.

Vendor Parts - This utility allows you to enter the most complete vendor detail for items.

Mass Updates - Through **Mass Updates**, large numbers of items can be assigned **Vendors** and **Part Numbers**, however, the part numbers assigned will be default **UPC** numbers. More editing may be required if specific **Vendor Part/Item Numbers** are required for generating re-orders and receiving **EDI**.

Assigning Vendors via Item Details

1) After logging into the **Director**, choose the "**Pricebook**" module.

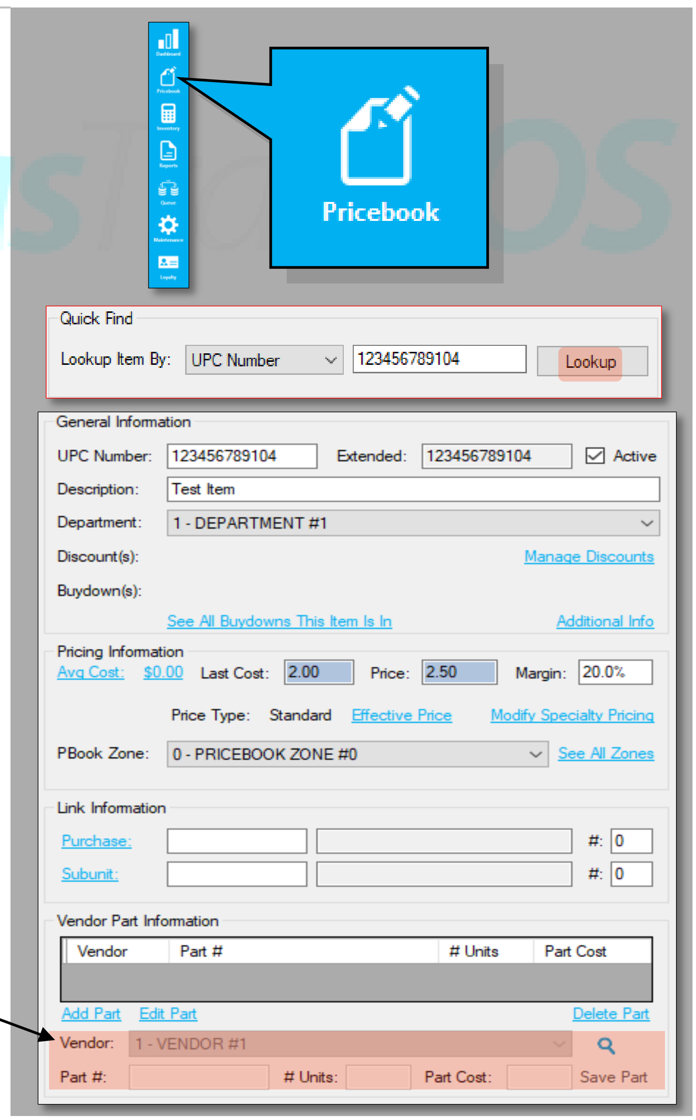
2) Enter the UPC Number of the item you intend to assign a Vendor.

   Press Lookup

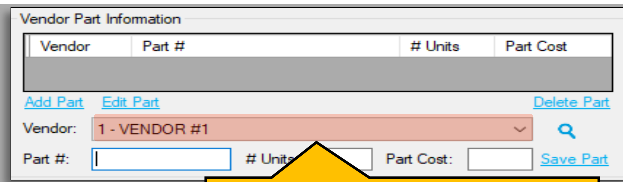
After pressing the "**Lookup**" button, if the item exists, information for the item will populate the **Information** sections.

If no item exists, you will need to create it. Please see "**How to Add and Edit an Item**" for more information.

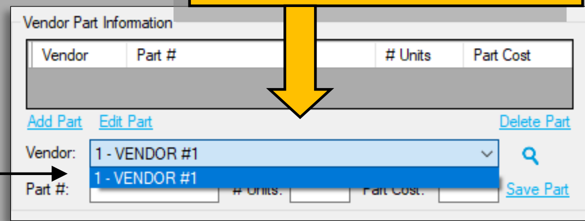
You will be entering information in the "**Vendor Part Information**" section located at the bottom of the utility.



3) Choose the applicable vendor from the drop down in "**Vendor Part Information**".

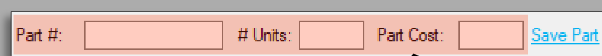


Click to choose from drop down.



Choose the applicable vendor from this list.

4) After choosing the proper **Vendor**, enter the **Part Number**. Then, enter the **Number of Units** this **Part Number** represents of the retail item.



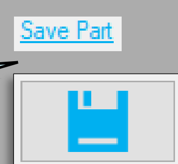
If you are generating orders or receiving via **EDI**, this will need to be the **Part/Item Number** used by the applicable vendor.

If you will be receiving this item via the handheld or **Director** from a vendor supplied invoice, any number entered will suffice. Since this number can be edited at any time, **the UPC is a suggested default number**.

 # Units - If multiples of this item are received as a singular unit, this number represents how many units (after being received) this item is separated and sold as.

5) Press the "**Save**" button when finished.

Press Save Part and the Save Icon to save information.



Since some customers receive specific items from multiple vendors, items can be assigned **Part Numbers** for multiple applicable vendors.

Simply follow the previous steps for all applicable vendors and items.

Changes can be made through **Item Details** if necessary. However, an additional **Vendor Part** record will be created for the edited item(s).

Since multiple records for a single item are not usually intended, editing is best performed through the **Vendor Parts** utility.

For more information on creating and editing vendor parts through the **Vendor Parts** utility, proceed to the Vendor Parts portion of this manual.

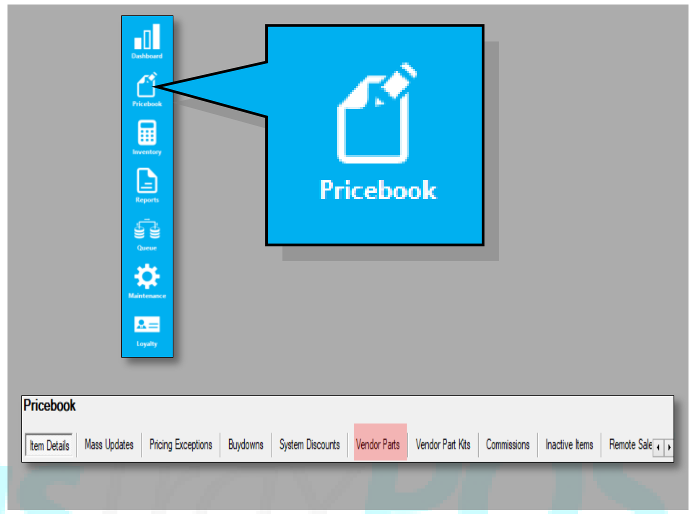
Vendor Parts - This utility allows you to enter the most complete vendor detail for items.

Along with a **Vendor Part Number**, details such as **Part Description**, **Unit Description** and can be added/edited.

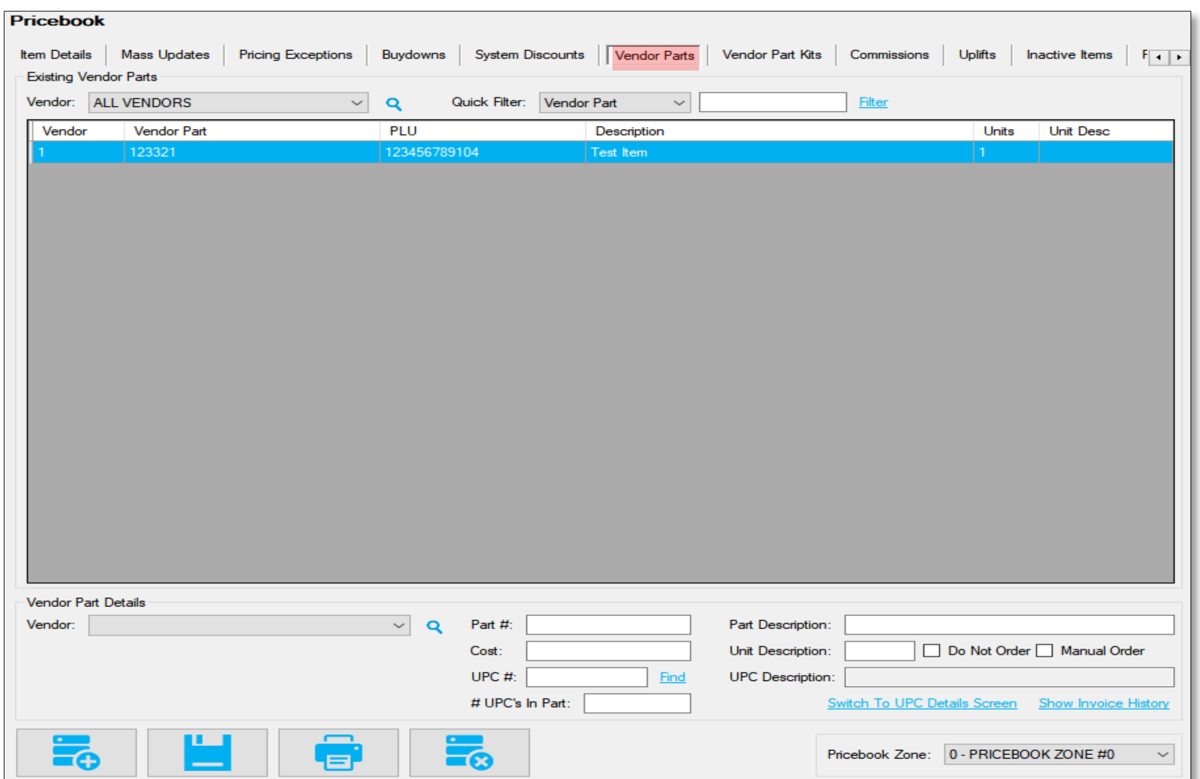
Removing Vendor assignations or simply removing multiple **Part Number** records is also a key function of this utility.

1) After logging into the **Director**, choose the "**Pricebook**" module.

2) Choose "**Vendor Parts"** from the list of utilities in the **Pricebook** module.

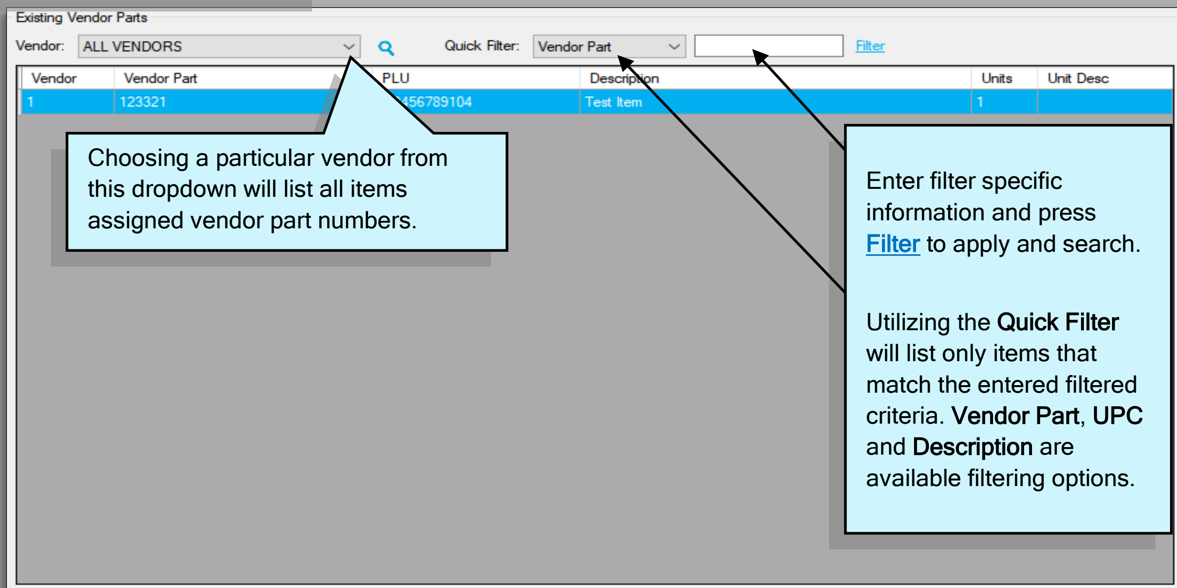


3) This will open the **Vendor Parts** utility.



This utility is separated into two sections; **Existing Vendors Parts** and **Vendor Part Details**.

Existing Vendor Parts



Choosing a particular vendor from this dropdown will list all items assigned vendor part numbers.

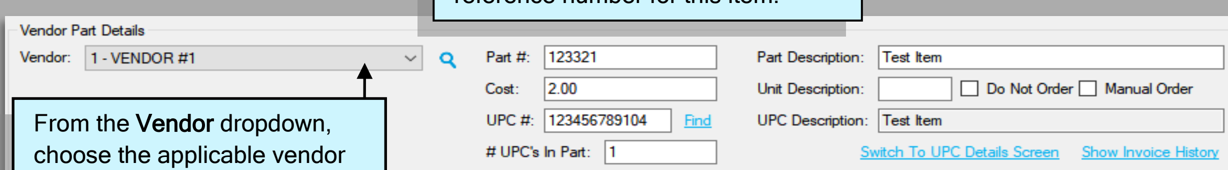
Enter filter specific information and press Filter to apply and search.

Utilizing the **Quick Filter** will list only items that match the entered filtered criteria. **Vendor Part**, **UPC** and **Description** are available filtering options.

This section enables you to see all items assigned to a particular vendor. Choosing the applicable vendor from the **Vendor** dropdown will populate the item list with all assigned items. From this list, parts can be removed from vendors. **Quick Filter** assists in filtering by a particular **Description**, **UPC** or **Vendor Part** to assist in assigning and editing items with vendors.

Vendor Part Details

Part # refers to the vendor supplied reference number for this item.



From the **Vendor** dropdown, choose the applicable vendor for new or edited items.

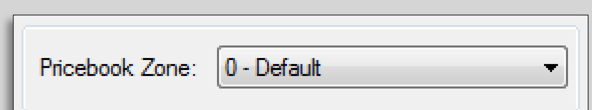
Vendor Parts Details provides a section for editing and adding **item-to-vendor** specific information. After choosing the correct vendor, enter any desired details for the current item. Press after confirming entered details.

If an item's **COST** is different depending on **Pricebook Zone**, the correct cost will need to be entered and saved for each applicable **Pricebook Zone**.

For an item, choose the applicable **Pricebook Zone** from the dropdown, enter/edit cost and "**Save**".

Complete for each **Zone**.

Pricebook Zone



Mass Updates is the easiest and quickest utility for assigning numerous items a vendor and part number.

When using **Mass Updates** to assign **Vendor Parts**, the utility will associate the filtered items to the **Vendor** chosen. Items will also be assigned a **Vendor Part Number**. However, when assigned, these numbers are the items **UPC** by default. If vendor specific part numbers are required for **EDI** or re-order, these will need to be edited through either **Item Details** or the **Vendor Parts** utilities.

After items are assigned **Vendors** and **Vendor Part Numbers**, stores will need to be updated through **Store Updating** and the “**Queue**” module.

For more information/assistance on using **Mass Updates** to assign Vendors, refer to (Add Vendor Parts) of the “Mass Updates” document.

Please remember **Mass Updates** is a powerful utility and care must be taken before mass editing items.

Always confirm that filters used have resulted with applicable items.

Always confirm the details of changes before applying.

After items are assigned **Vendors** and **Vendor Part Numbers**, stores will need to be updated through **Store Updating** and the “**Queue**” module.

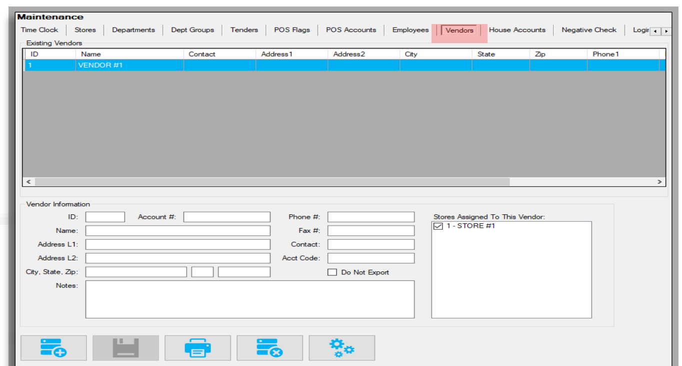
Vendor EDI Setup

The setup for vendor **EDI** is based on information provided by your vendor for pulling and receiving invoices.

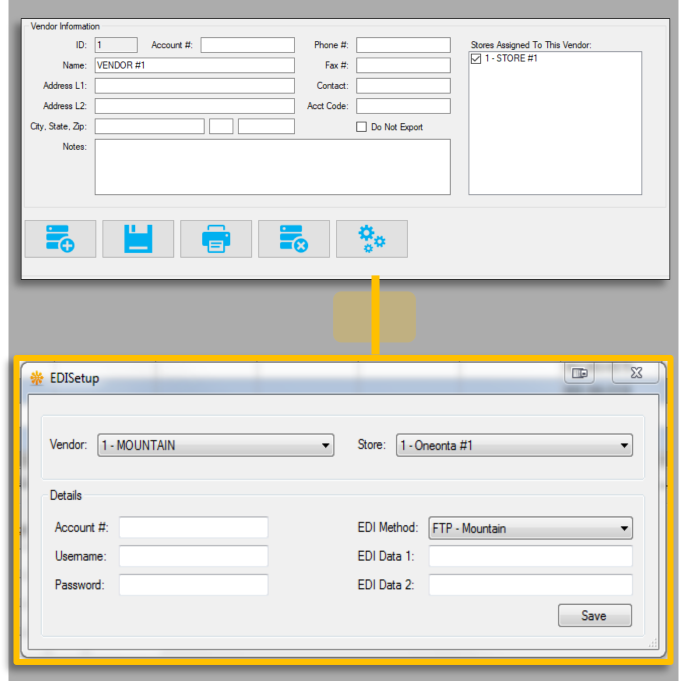
The steps for **EDI** involve the vendor placing a specifically formatted invoice in a determined area (server, FTP, email or specific directory) which the FasTrax software pulls from when prompted by the user (you). After importing, the vendor invoice is received in the same fashion as any invoice. Invoice editing is available for **EDI** invoices.

After checking EDI availability with your vendor(s), FasTrax will need to assist you in the setup of **EDI** for usage due to the necessary formatting and file path designations.

1) The setup for EDI is found under "**Vendors**" in the **Maintenance** module.



2) After choosing the correct vendor from the
vendor list, using the "**EDI Setup**" button opens
a menu for inputting specific vendor information/settings used in retrieving **EDI**
invoices.



Remember, after checking **EDI** availability with your vendor(s), FasTrax will need to assist you in the setup of **EDI** for usage due to the necessary formatting and file path designations.