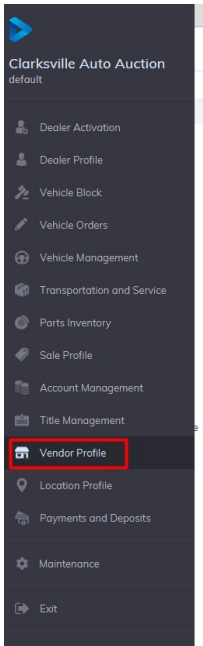


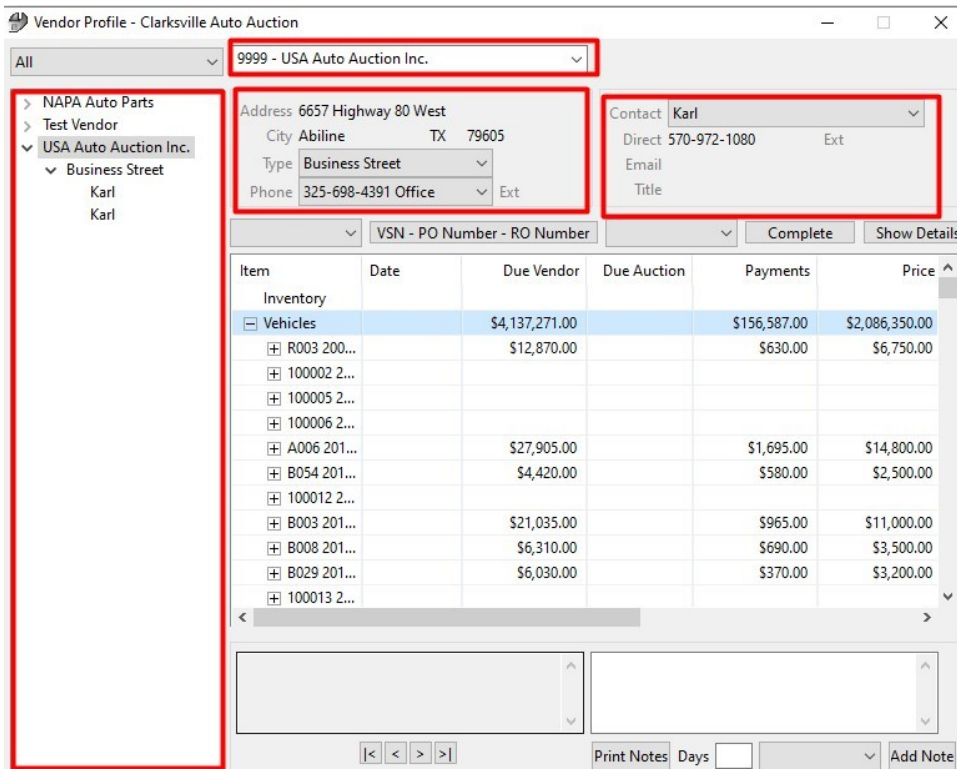
# Vendor Profile

Select Vendor Profile Application>>

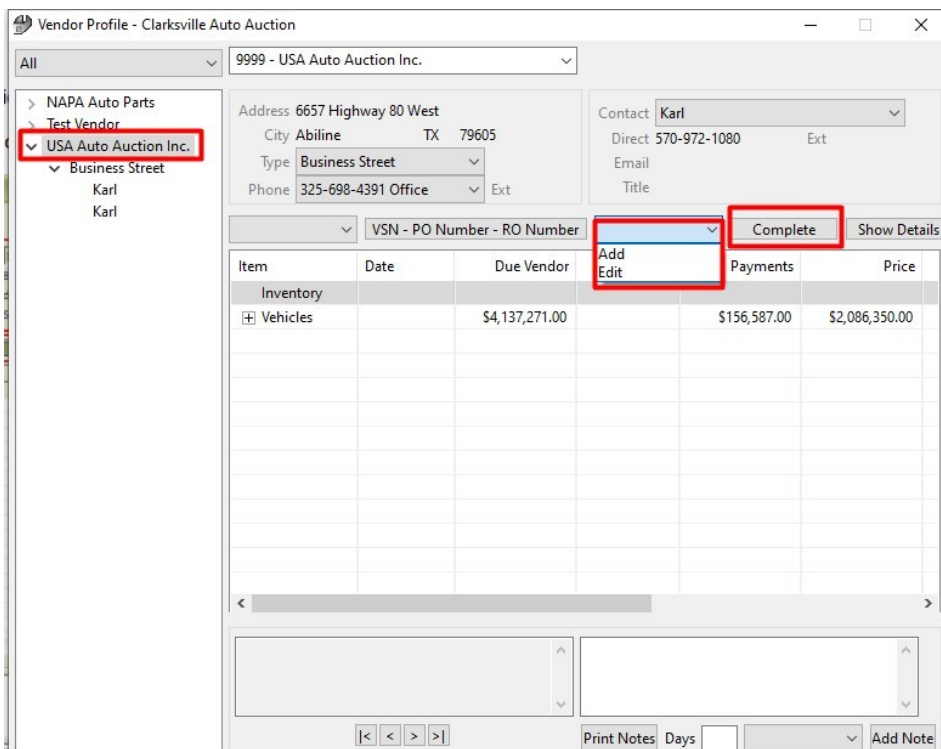
Vendor accounts may be accessed, added, or edited through the Vendor Profile Application. Vendors are listed in alphabetical and customer number order. Each Vendor is assigned a Vendor ID.



The summary section contains Address and Contact Information. The grid will have accounting information when complete.



To view information regarding add/edit orders, click on the Vendor Account and then the Order Drop-down menu.



## Add Vendor

Main Menu >> Vendor Profile >> Select Vendor >> Add Vendor

Select the **'Add'** order from the combo box of the Vendor Profile and click **'Complete'** to launch the form.

Vendor Profile - Clarksville Auto Auction

All 0002 - Test Vendor

> NAPA Auto Parts  
> Test Vendor  
v USA Auto Auction Inc.  
v Business Street  
Karl  
Karl

Address 123  
City test AK 55555  
Type Business Street  
Phone 555-555-5555 Office Ext

Contact Test V  
Direct 555-555-5555 Ext  
Email  
Title

VSN - PO Number - RO Number Add Complete Show Details

Item	Date	Due Vendor	Due Auction	Payments	Price
Inventory					
+ Vehicles					

Fill out the required fields outlined in red.

**Add Vendor** [Close]

Vendor:  Market: **Market 1**

**Address**

City:   
 Type: **[Add New Address]**   
 Phone: **[Add New Phone]**  Ext:

**Name** **[Add New Contact]**   Default

**Contact**

Direct:  Ext:

Email:   
 Fax:   
 Title:   
 Dept:   
 PU Fee:

Type:   
 Address:   
 City:   
 State:  Zip:   
 Country: **United States**   
 Colony:   Default

ID Type:  Exp:   
 ID No:  State:

Location:   
 Number:   
 Ext:   
 PIN:   Default

Type:   Parts Supplies  
 Fed ID:   Repair Replace  
 ID No:   Labor Rates  
 Country: **United States**   Transportation  
 Colony:   Reconditionin

**Insurance** | Recon Service | Transportation | Parts Supplies | Repair Replace | Labor Rates

Insurance Comp:   
 Phone:    
 Policy No:   
 COI Exp:   
 Coverage:  Garage Liability  On Hook  
 General Liabilit  Umbrella

Sales Tax Number:   
 Exp Date:  State:   
 Workman's Comp:   
 Exp Date:  State:   
 Bonding Comp:   
 Bond Exp:    
 Policy No:

Complete Add Vendor form with the Details

Click on 'OK' to save

A Vendor ID will be assigned

And the bottom of the form you will notice some Tabs. Each tab corresponds to a Vendor service. A given vendor may supply more than one service. The checkboxes tell the application what services this Vendor is providing:

- **Insurance** - Vendor's Insurance Company
- **Recon Service** - Vehicle Reconditioning

- **Transportation** - Transportation pickup and delivery
- **Parts Supplies** - Parts Supplies
- **Repair Replace** - Mechanical repair rates
- **Labor Rates** - Mechanical body repair rates

See below for additional information on these services.

**Insurance** - Vendor's Insurance Company and Policy

**Recon Services**

Select the **Service Charges**, add the retail **'Price'** and wholesale **'Cost'** then click **'Save'** to add the service to the list.

Service	Price	Cost
Batteries	\$35.00	\$35.00

**Transportation** - Vendor's Pick-up and Delivery Service charges

**Parts Supplies** - Select the Inventory Location the Vendor will supply Parts for.

Insurance Recon Service Transportation **Parts Supplies** Repair Replace Labor Rates

Location

- Location A
- Location B
- Location C
- Location D

Ok

**Repair Replace (Mechanical)** - Add the Shop rate for Mechanical Repairs

Insurance Recon Service Transportation Parts Supplies **Repair Replace** Labor Rates

Repair Replace Rate \$10.00

Ok

**Labor Rates** - Add the Shop rate for Mechanical labor Repairs

Insurance Recon Service Transportation Parts Supplies Repair Replace **Labor Rates**

Body Rate \$25.00

Repair Install Rate \$50.00

Ok

**Note:** Vendors and vendor services appear in other parts of the application. Follow the links below for examples of how Vendors are used in **Repair Orders** and **Transportation Orders**:

- **Amend RO** (parts, recon, mechanical)
- **Transportation Orders** (pick up)

**Edit Vendor**

Main Menu >> Vendor Profile >> Select Vendor >> Edit Vendor

Select the 'Edit' order from the combo box of the Vendor Profile and click 'Complete' to launch the form.

Vendor Profile - Clarksville Auto Auction

All | 0003 - NAPA Auto Parts

> NAPA Auto Parts  
> Test Vendor  
> USA Auto Auction Inc.

Address 6526 Main St  
City Greensboro NC 27401  
Type Business Mailing  
Phone 248-974-9845 Office Ext 2

Contact Terry Greene  
Direct 248-784-5658 Ext 4  
Email  
Title

VSN - PO Number - RO Number Edit Complete Show Details

Item	Date	Due Vendor	Due Auction	Payments
Inventory				
Vehicles				

Make changes

Edit Vendor

Vendor NAPA Auto Parts Market Market 1

Address 6526 Main St  
City Greensboro NC 27401  
Type [Add New Address]  
Phone [Add New Phone] Ext 2

Type  
Address  
City  
State Zip  
Country United States  
Colony  Default

Location  
Number  
Ext  
PIN  Default

Name [Add New Contact]  Default  
Contact  
Direct Ext  
Email  
Fax  
Title  
Dept  
PU Fee

ID Type Exp  
ID No State

Type Sole Proprietorship  Parts Supplies  
 Repair Replace  
 Labor Rates  
 Transportator  
 Reconditionin

Insurance Recon Service Transportation Parts Supplies Repair Replace Labor Rates

Body Rate	\$150.00
Repair Install Rate	\$80.00

Ok  
Cancel

Click on 'OK' to save when complete.

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