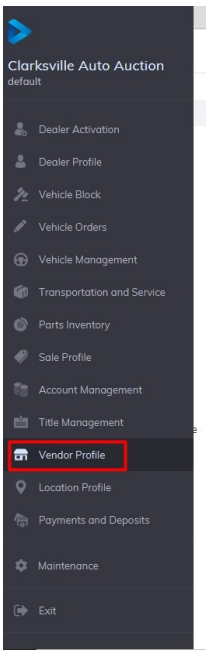
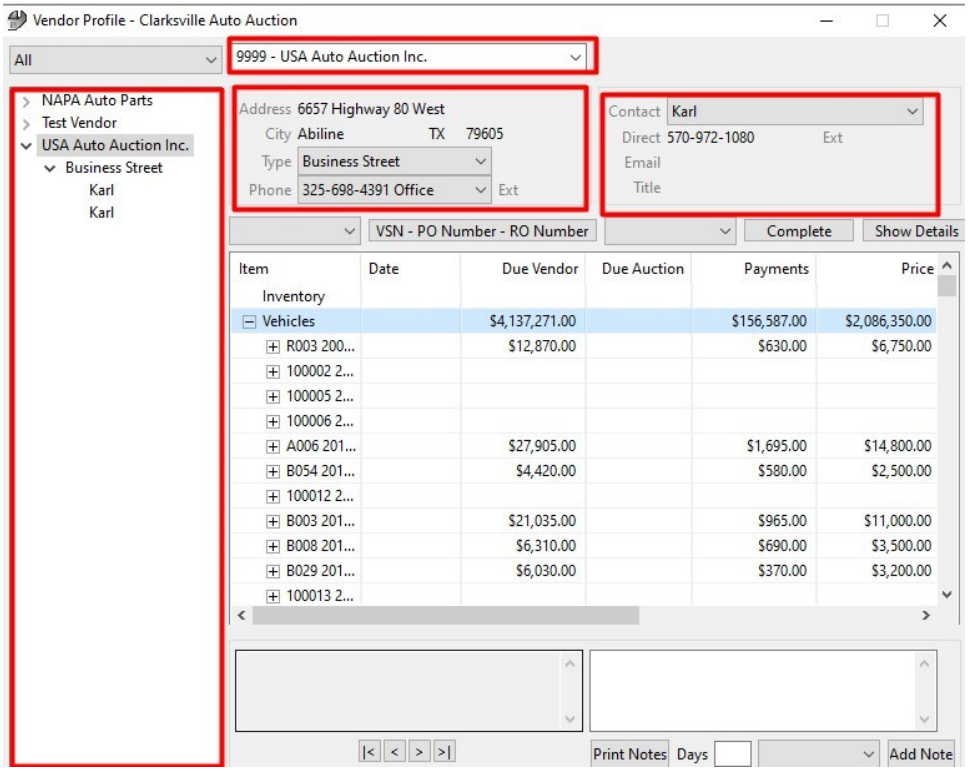
Vendor Profile

Select Vendor Profile Application>>

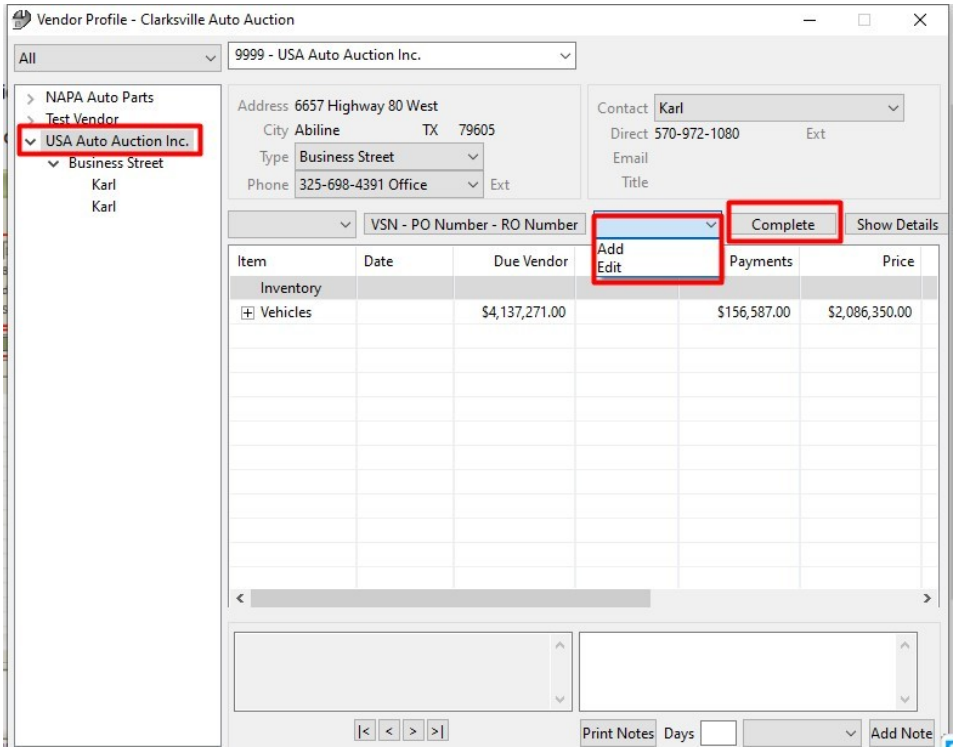
Vendor accounts may be accessed, added, or edited through the Vendor Profile Application. Vendors are listed in alphabetical and customer number order. Each Vendor is assigned a Vendor ID.



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



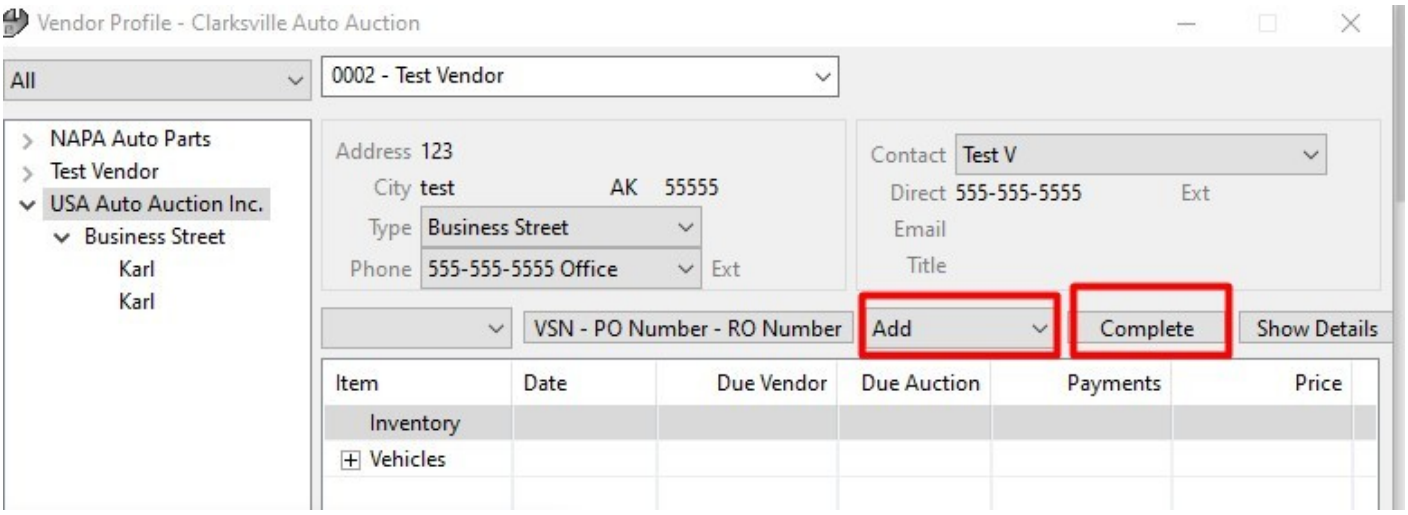
To view information regarding add/edit orders, click on the Vendor Account and then the Order Drop-down menu.



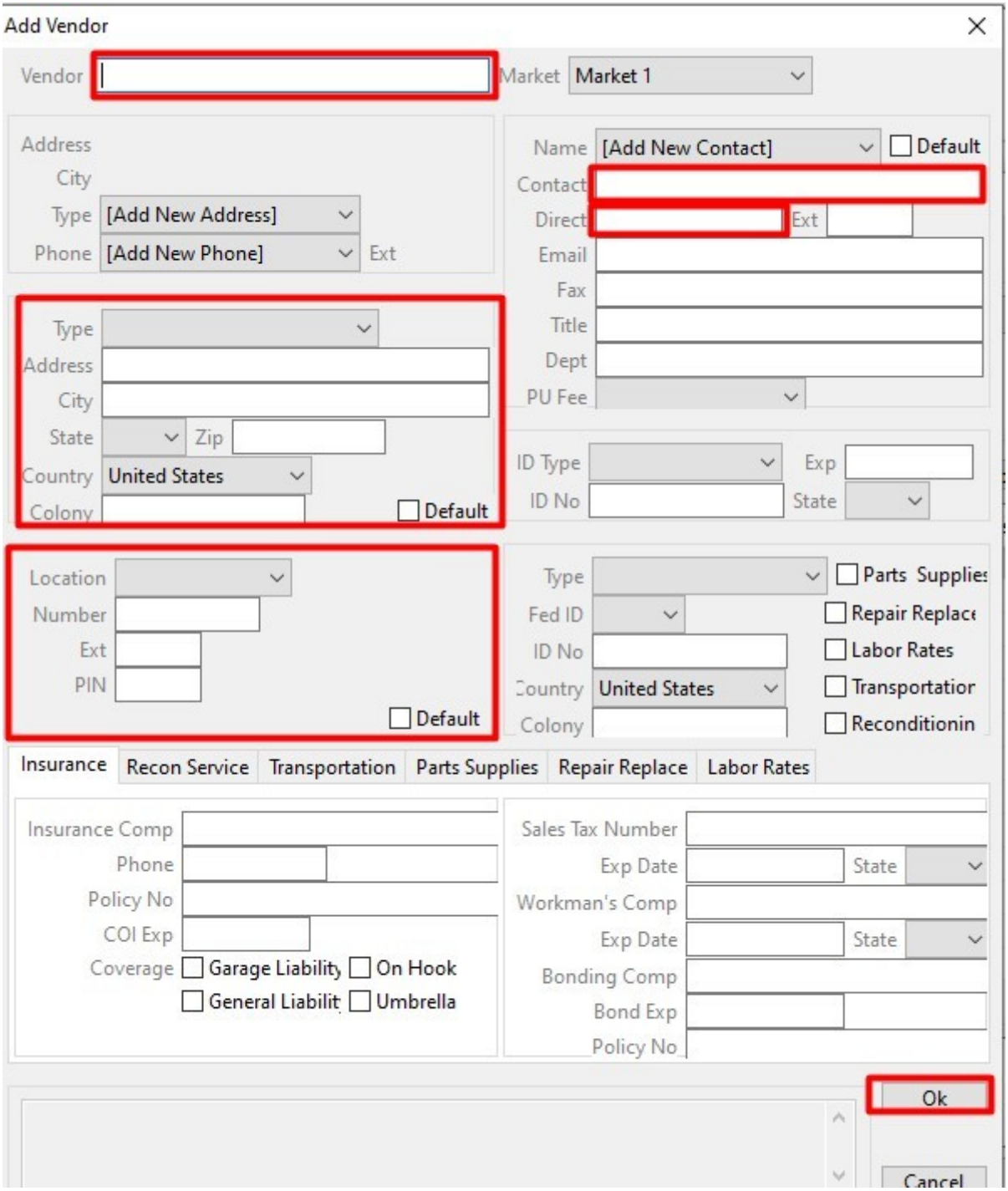
Add Vendor

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.



Fill out the required fields outlined in red.



Complete Add Vendor form with the Details

Click on ‘OK’ to save

A Vendor ID will be assigned

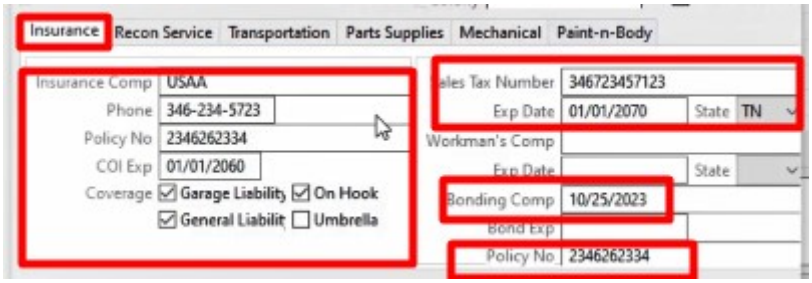
And the bottom of the form you will notice some Tabs. Each tab corresponds to a Vendor service. A given vendor may supply more than one service. The checkboxes tell the application what services this Vendor is providing:

- **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

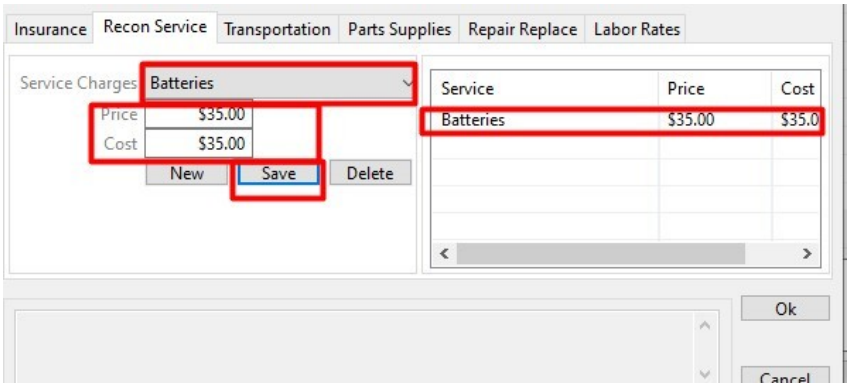
See below for additional information on these services.

Insurance - Vendor's Insurance Company and Policy

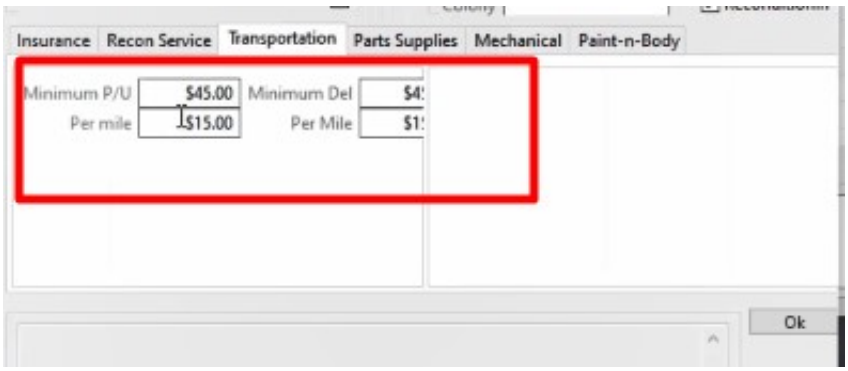


Recon Services

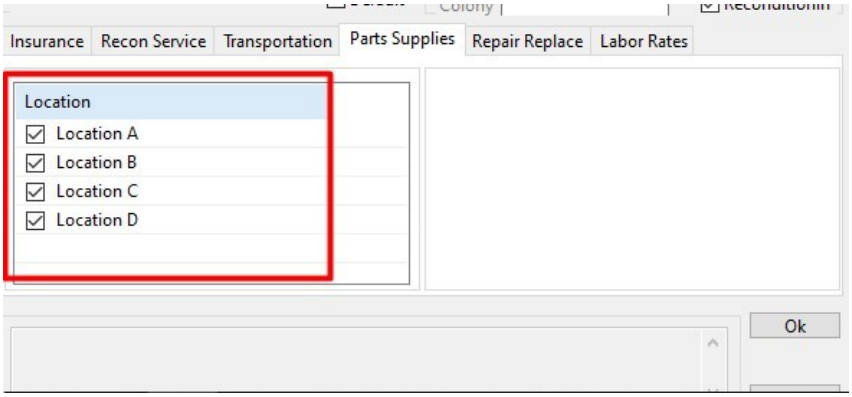
Select the **Service Charges**, add the retail **'Price'** and wholesale **'Cost'** then click **'Save'** to add the service to the list.



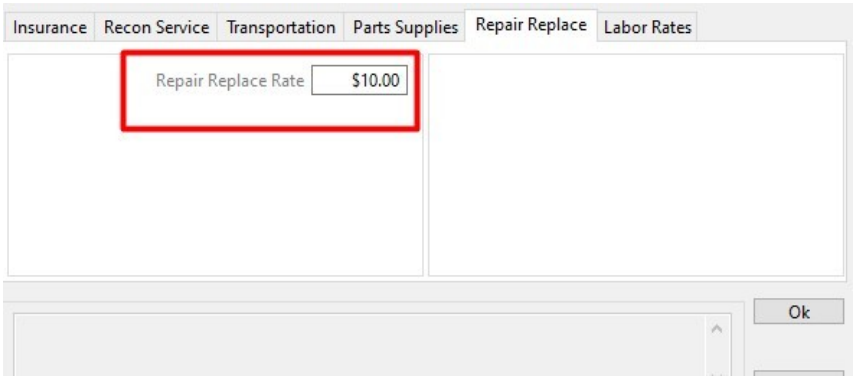
Transportation - Vendor's Pick-up and Delivery Service charges



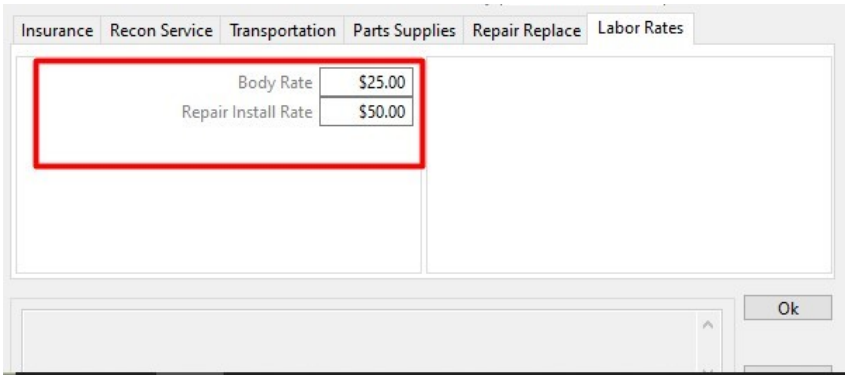
Parts Supplies - Select the Inventory Location the Vendor will supply Parts for.



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



Labor Rates - Add the Shop rate for Mechanical labor Repairs



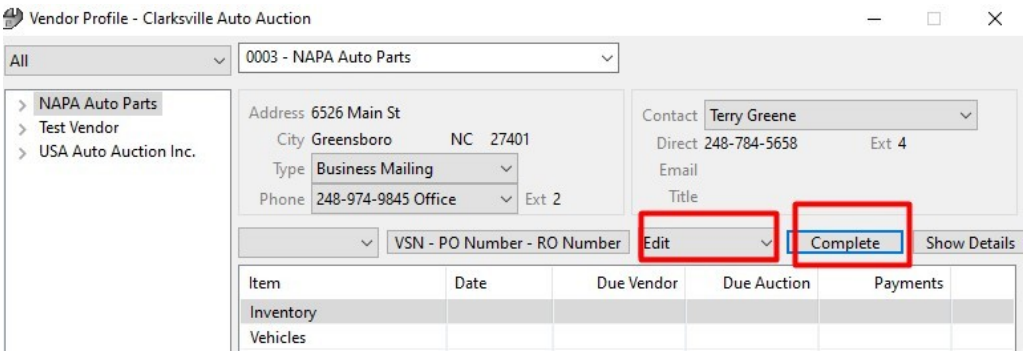
Note: Vendors and vendor services appear in other parts of the application. Follow the links below for examples of how Vendors are used in **Repair Orders** and **Transportation Orders**:

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

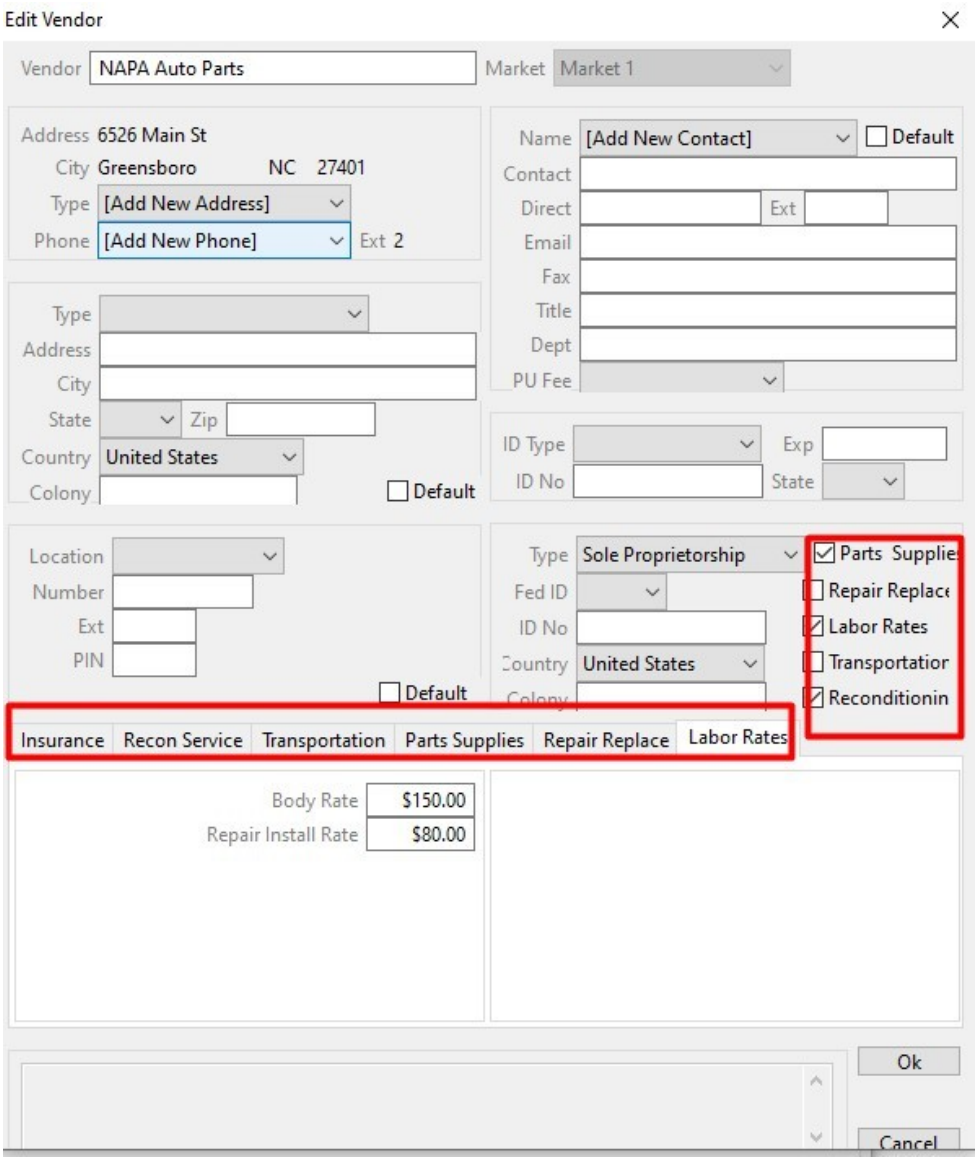
Edit Vendor

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.



Make changes



Click on 'OK' to save when complete.

Revision #1
Created 2022-08-19 18:55:10 UTC
Updated 2022-08-19 19:26:08 UTC