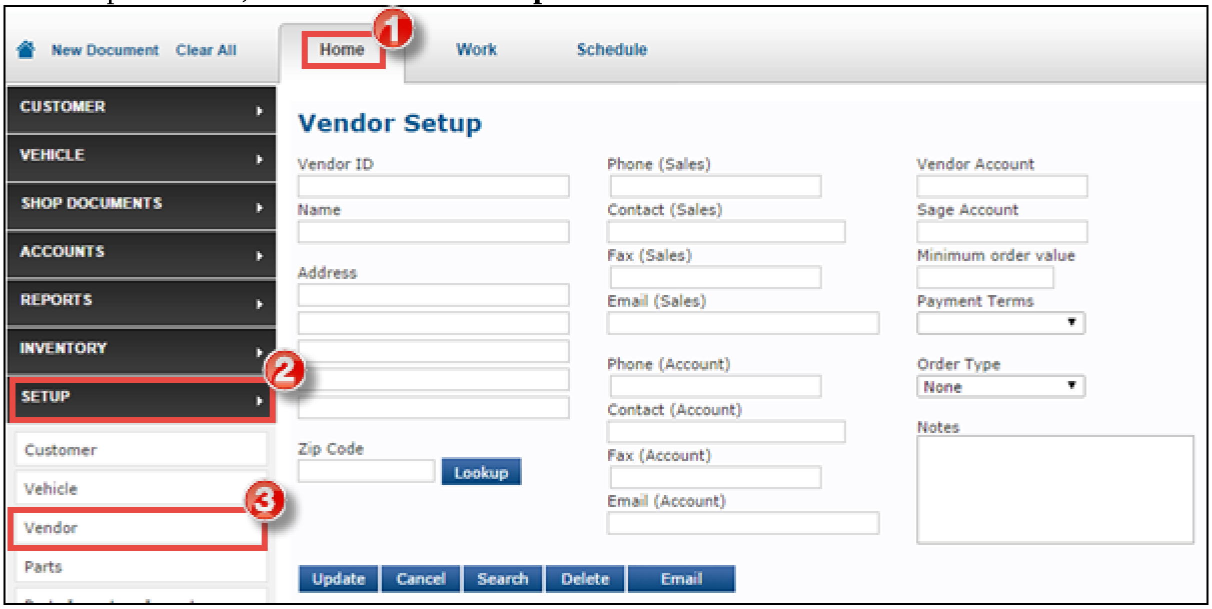
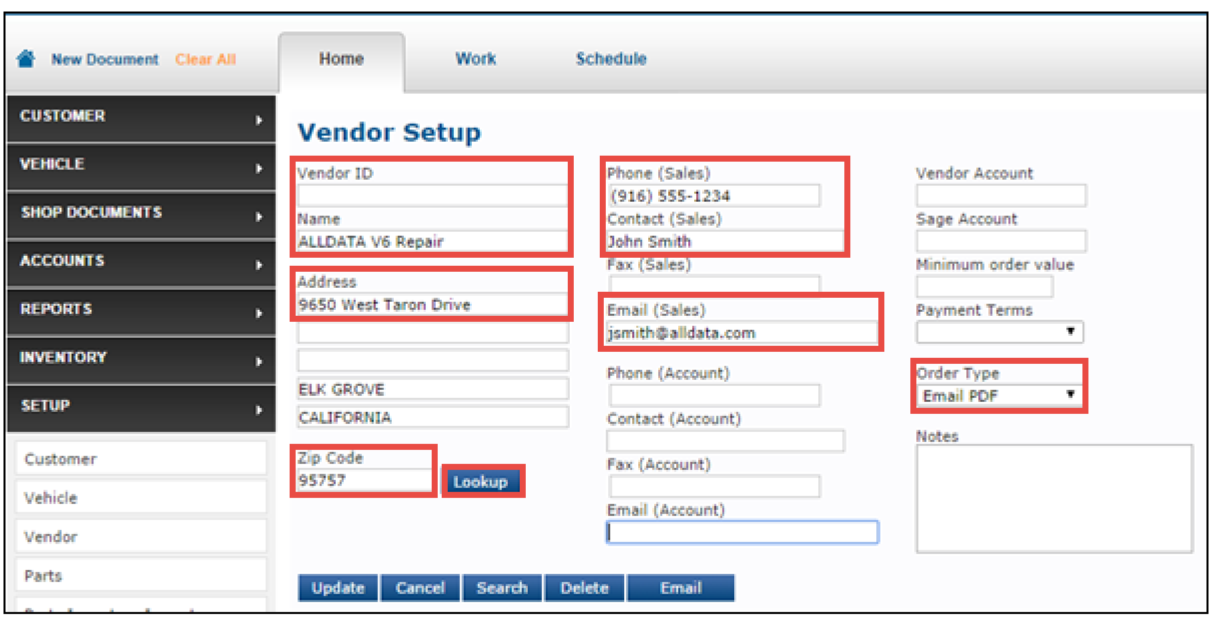
❖Vendor Setup

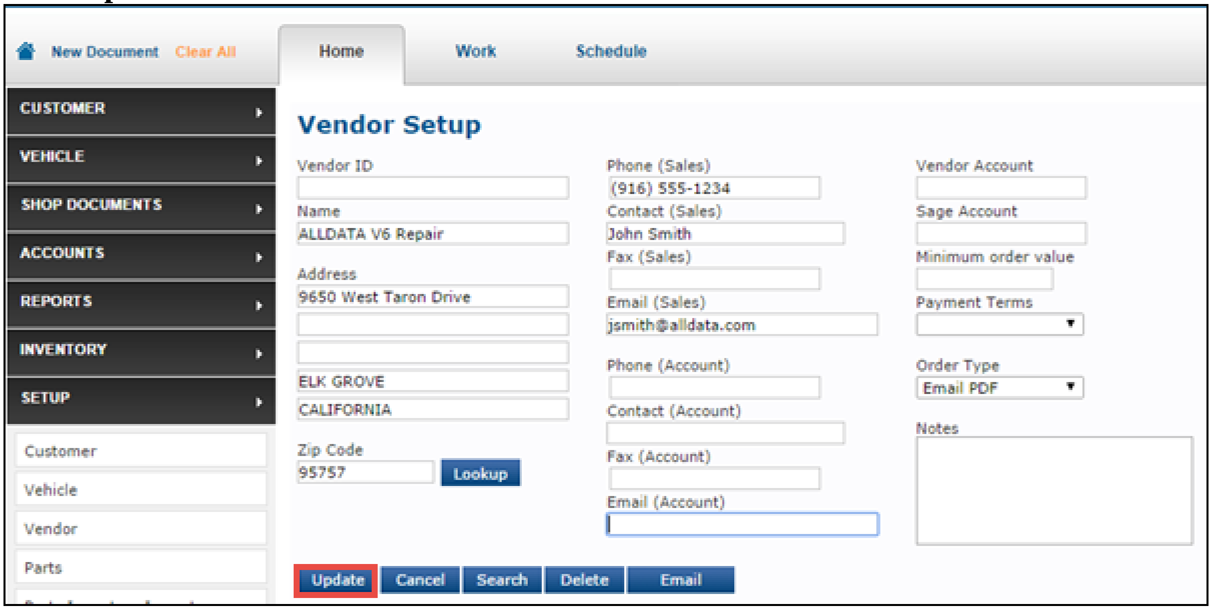
1. To set up a vendor, select **Home** >> **Setup** >> **Vendor**.



2. Fill in the following Vendor information:
   - Required
     - **Vendor ID**
       - If this is left blank, an ID will be created automatically.
     - **Name**
   - Highly Recommended: *By completing these fields, the information will appear on future orders and will not have to be entered manually each time.*
     - **Address**
       - After entering the **Zip Code**, click **Lookup** to automatically add the **City** and **State**.
     - **Phone (Sales)**
     - **Contact (Sales)**
     - **Email (Sales)**
     - **Order Type**

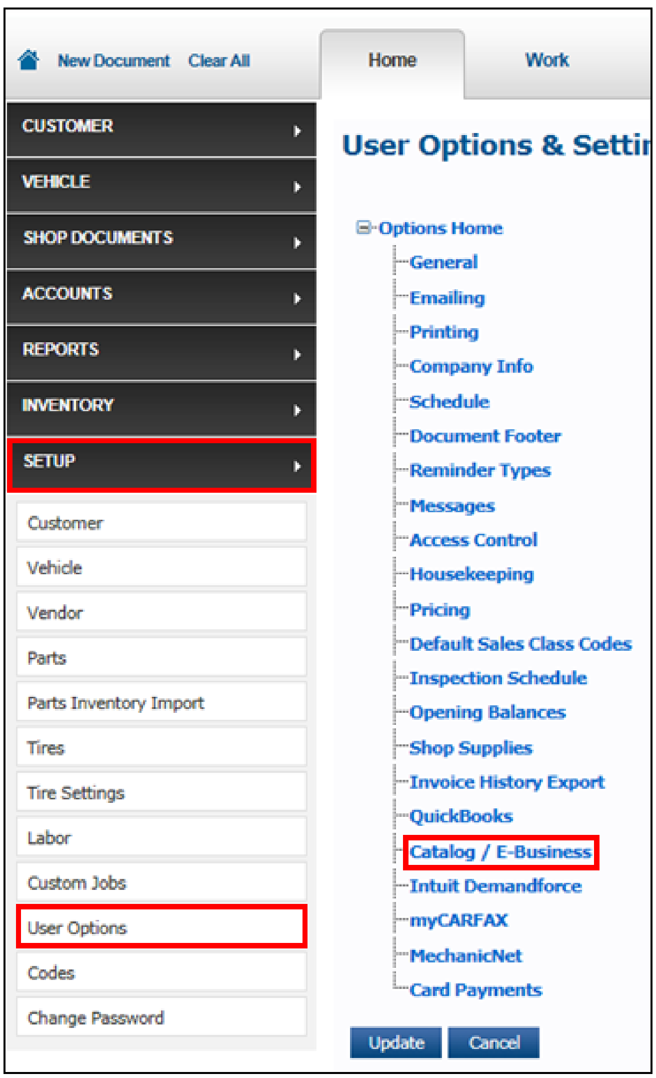


3. Click **Update**.



❖Online Parts Catalog Setup

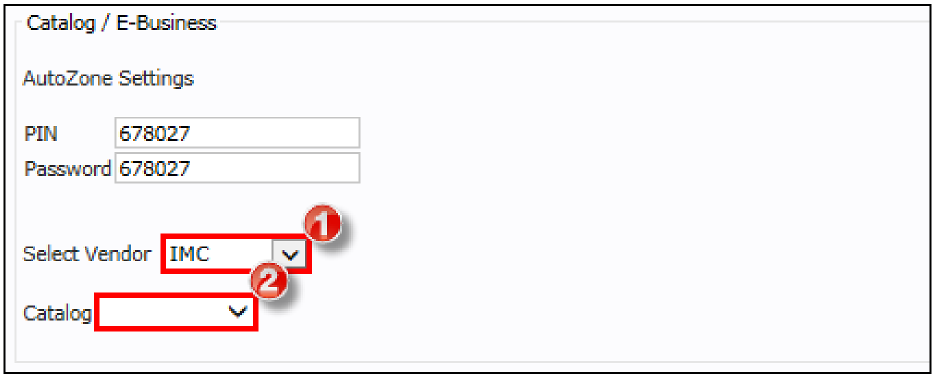
1. Click **Setup** >> **User Options** >> **Catalog/E-Business**.



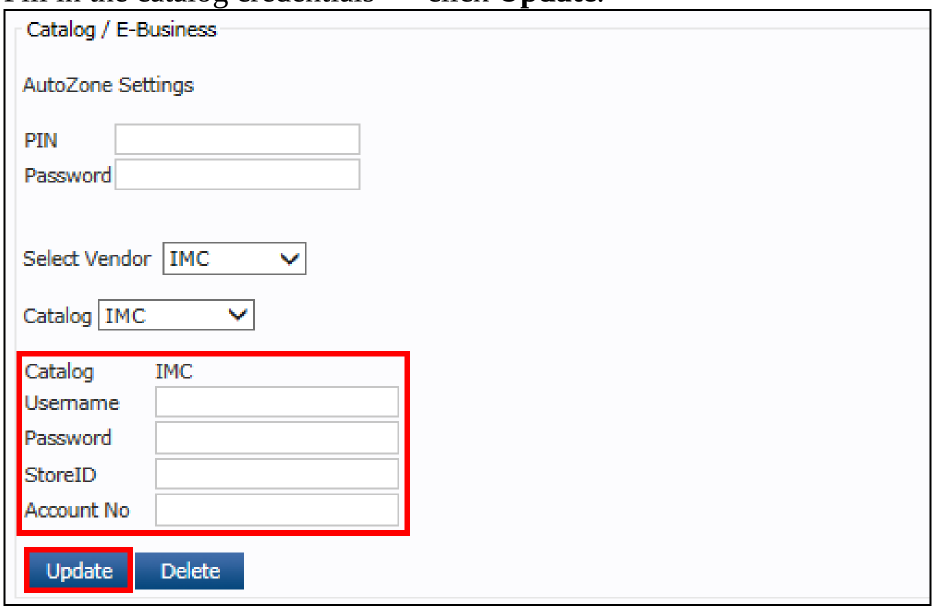
2. **Select Vendor** >> select a **Catalog**.

   For Vendor – Select Fast Undercar

   For Catalog – Select Nexpart



3. Fill in the catalog credentials >> click **Update**.



4. The vendor and catalog are now linked. They can be updated by selecting **Edit** or **Delete**.

- <u>Note</u>: Deleting a CATALOG will not delete the VENDOR.