

❖ Vendor Setup

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

The screenshot shows the 'Vendor Setup' form with the following fields and values:

Field	Value
Vendor ID	
Name	
Address	
Phone (Sales)	
Contact (Sales)	
Fax (Sales)	
Email (Sales)	
Vendor Account	
Sage Account	
Minimum order value	
Payment Terms	
Order Type	None
Notes	
Zip Code	

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**

The screenshot shows the 'Vendor Setup' form with the following fields and values:

Field	Value
Vendor ID	
Name	ALLDATA V6 Repair
Address	9650 West Taron Drive
Phone (Sales)	(916) 555-1234
Contact (Sales)	John Smith
Fax (Sales)	
Email (Sales)	jsmith@alldata.com
Vendor Account	
Sage Account	
Minimum order value	
Payment Terms	
Order Type	Email PDF
Notes	
Zip Code	95757

3. Click **Update**.

The screenshot shows a software interface with a top navigation bar containing 'New Document' and 'Clear All'. Below this is a sub-navigation bar with 'Home', 'Work', and 'Schedule'. A left sidebar lists menu items: CUSTOMER, VEHICLE, SHOP DOCUMENTS, ACCOUNTS, REPORTS, INVENTORY, and SETUP. The main area is titled 'Vendor Setup' and contains several input fields: Vendor ID, Name (ALLDATA V6 Repair), Address (9650 West Taron Drive), Zip Code (95757), Phone (Sales) ((916) 555-1234), Contact (Sales) (John Smith), Fax (Sales), Email (Sales) (jsmith@alldata.com), Vendor Account, Sage Account, Minimum order value, Payment Terms, Order Type (Email PDF), and Notes. At the bottom, there are buttons for 'Update', 'Cancel', 'Search', 'Delete', and 'Email'. The 'Update' button is highlighted with a red box.

❖ Online Parts Catalog Setup

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

The screenshot shows the 'User Options & Settings' menu. The left sidebar has 'SETUP' highlighted with a red box. The main area shows a tree view of options: Options Home, General, Emailing, Printing, Company Info, Schedule, Document Footer, Reminder Types, Messages, Access Control, Housekeeping, Pricing, Default Sales Class Codes, Inspection Schedule, Opening Balances, Shop Supplies, Invoice History Export, QuickBooks, Catalog / E-Business (highlighted with a red box), Intuit Demandforce, myCARFAX, MechanicNet, and Card Payments. At the bottom, there are 'Update' and 'Cancel' buttons.

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

For Vendor – Select Fast Undercar

For Catalog – Select Nexpart

Catalog / E-Business

AutoZone Settings

PIN

Password

Select Vendor 1

Catalog 2

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

Catalog / E-Business

AutoZone Settings

PIN

Password

Select Vendor

Catalog

Catalog	IMC
Username	<input type="text"/>
Password	<input type="text"/>
StoreID	<input type="text"/>
Account No	<input type="text"/>

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

- Note: Deleting a CATALOG will not delete the VENDOR.


Catalog / E-Business

AutoZone Settings

PIN

Password

EBis enabled vendors

Vendor	Catalog	
IMC	IMC	 

Select Vendor