



# Vendors & Vendor Parts Usage Guide

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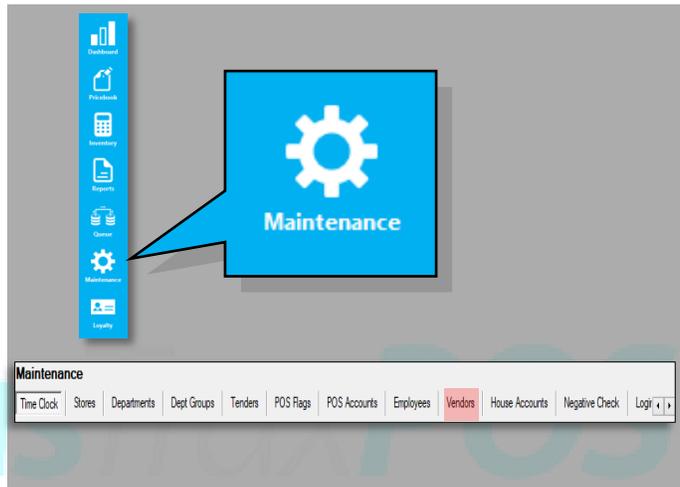
## Setting up Vendors

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.

The screenshot shows the "Vendors" utility interface. At the top is a navigation bar with tabs for Time Clock, Stores, Departments, Dept Groups, Tenders, POS Flags, POS Accounts, Employees, Vendors (selected), House Accounts, Negative Check, and Logit. Below the navigation bar is a table titled "Existing Vendors" with columns for ID, Name, Contact, Address1, Address2, City, State, Zip, and Phone1. The first row contains the value "1" in the ID column and "VENDOR #1" in the Name column. Below the table is a "Vendor Information" form with fields for ID, Account #, Phone #, Name, Address L1, Address L2, City, State, Zip, Contact, Fax #, Acct Code, and a checkbox for "Do Not Export". To the right of the form is a section titled "Stores Assigned To This Vendor:" with a checked checkbox and the text "1 - STORE #1". At the bottom of the form are five icons: a plus sign, a floppy disk, a printer, a minus sign, and a gear.



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

### Existing Vendors

ID	Name	Contact	Address1	Address2	City	State	Zip	Phone1
1	VENDOR #1							

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

### Vendor Information

Vendor Information

ID:  Account #:  Phone #:

Name:  Fax #:

Address L1:  Contact:

Address L2:  Acct Code:

City, State, Zip:     Do Not Export

Notes:

Stores Assigned To This Vendor:  
 1 - STORE #1

     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.**

The screenshot shows the 'Vendor Information' form with the following fields: ID (1), Account #, Name (VENDOR #1), Address L1, Address L2, City, State, Zip, Phone #, Fax #, Contact, Acct Code, and a checkbox for 'Do Not Export'. A 'Stores Assigned To This Vendor' section shows '1 - STORE #1' checked. A blue plus icon button is highlighted at the top left of the form area.

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**.

The screenshot shows the 'Vendor Information' form with the following fields: ID (1), Account #, Name (VENDOR #1), Address L1 (123 Street), Address L2, City, State, Zip, Phone # (222-222-2222), Fax # (222-222-2223), Contact, Acct Code, and a checkbox for 'Do Not Export'. The 'Notes' field contains 'All orders are to be sent before 11AM on Tuesday!'. A 'Stores Assigned To This Vendor' section shows '1 - STORE #1' checked. A blue floppy disk icon button is highlighted at the bottom right of the form area.

Press to save **Vendor** Information.

ID	Name	Contact	Address1	Address2	City	State	Zip	Phone1
1	VENDOR #1							

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.

## 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

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.

Pricebook

Quick Find

Lookup Item By:

General Information

UPC Number:  Extended:   Active

Description:

Department:

Discount(s): [Manage Discounts](#)

Buydown(s): [See All Buydowns This Item Is In](#) [Additional Info](#)

Pricing Information

[Avg Cost](#):  Last Cost:  Price:  Margin:

Price Type:  [Effective Price](#) [Modify Specialty Pricing](#)

PBook Zone:  [See All Zones](#)

Link Information

[Purchase](#):   #:

[Subunit](#):   #:

Vendor Part Information

Vendor	Part #	# Units	Part Cost

[Add Part](#) [Edit Part](#) [Delete Part](#)

Vendor:

Part #:  # Units:  Part Cost:

- 3) Choose the applicable vendor from the drop down in “Vendor Part Information”.

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.

**# 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.

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**.

- 5) Press the “Save” button when finished.

Press Save Part and the Save Icon to save information.

Save Part



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.

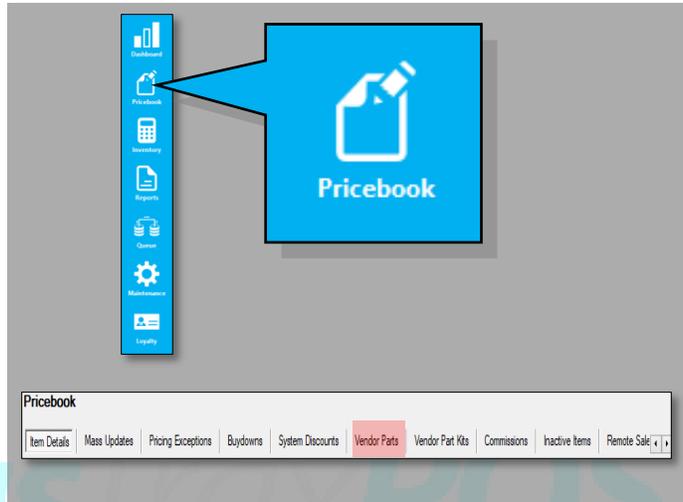
## Assigning Vendors via Vendor Parts

**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.

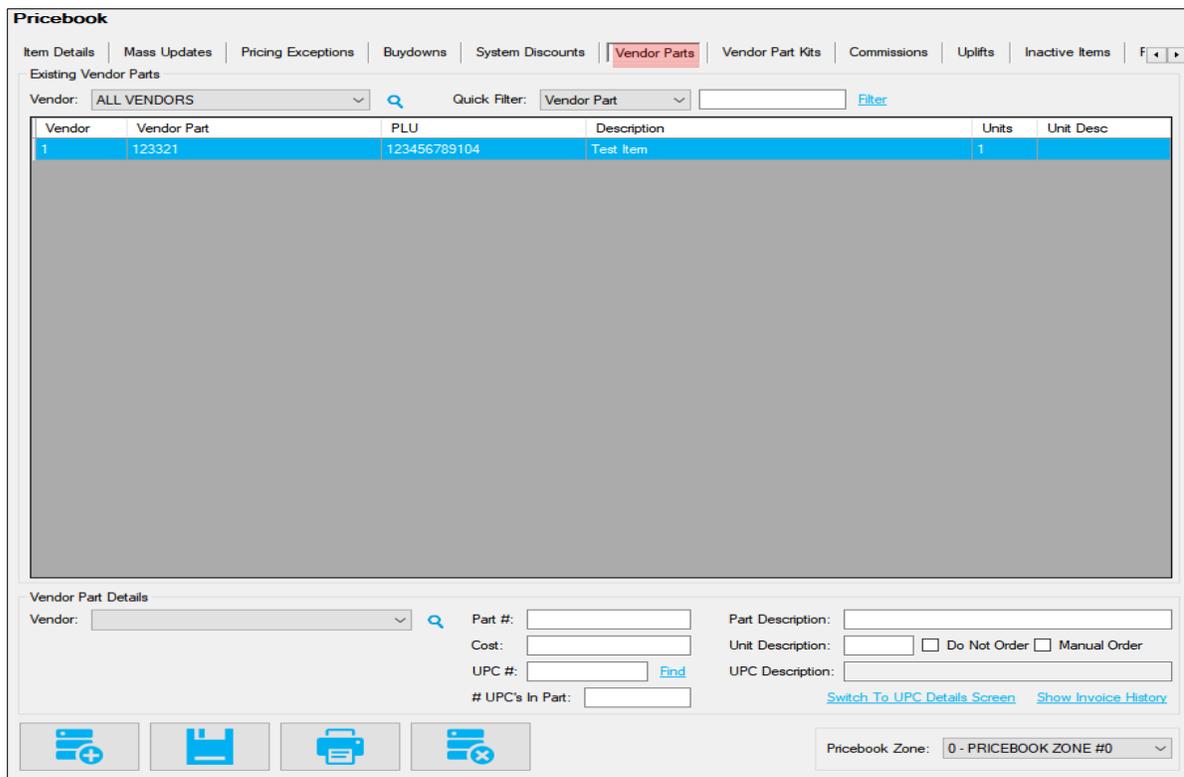
Removing Vendor assignments or simply removing multiple **Part Number** records is also a key function of this utility.

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.

A screenshot of the Pricebook Vendor Parts utility interface. At the top, there are navigation tabs: Item Details, Mass Updates, Pricing Exceptions, Buydowns, System Discounts, Vendor Parts (selected), Vendor Part Kits, Commissions, Uplifts, and Inactive Items. Below the tabs, there is a search bar for "Existing Vendor Parts" with a dropdown menu set to "ALL VENDORS" and a "Quick Filter" dropdown set to "Vendor Part". A table with the following columns is displayed: Vendor, Vendor Part, PLU, Description, Units, and Unit Desc. The table contains one row: Vendor 1, Vendor Part 123321, PLU 123456789104, Description Test Item, Units 1, and Unit Desc. Below the table, there is a "Vendor Part Details" section with fields for Vendor, Part #, Cost, UPC #, Part Description, Unit Description, and UPC Description. There are also checkboxes for "Do Not Order" and "Manual Order", and buttons for "Find", "Switch To UPC Details Screen", and "Show Invoice History". At the bottom, there are icons for adding, saving, printing, and deleting records, and a "Pricebook Zone" dropdown menu set to "0 - PRICEBOOK ZONE #0".

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

Pricebook Zone: 0 - Default

**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.

The screenshot displays the FasTrax software interface. At the top, a navigation bar includes 'Maintenance', 'Stores', 'Departments', 'Dept Groups', 'Tenders', 'POS Flags', 'POS Accounts', 'Employees', 'Vendors', 'House Accounts', 'Negative Check', and 'Logoff'. Below this is a table of existing vendors with columns for ID, Name, Contact, Address1, Address2, City, State, Zip, and Phone1. The first row shows 'VENDOR #1'. Below the table is the 'Vendor Information' form, which includes fields for ID, Account #, Name, Address L1, Address L2, City, State, Zip, Phone #, Fax #, Contact, Acct Code, and a 'Do Not Export' checkbox. A 'Notes' field is also present. To the right of the form is a 'Stores Assigned To This Vendor' section with a checkbox for '1 - STORE #1'. Below the form are several icons: a plus sign, a floppy disk, a printer, a list, and a gear. A yellow arrow points from the gear icon to the 'EDI Setup' dialog box. The 'EDI Setup' dialog box has a title bar with a gear icon and a close button. It contains two dropdown menus: 'Vendor: 1 - MOUNTAIN' and 'Store: 1 - Oneonta #1'. Below these are 'Details' fields: 'Account #', 'Username', 'Password', 'EDI Method: FTP - Mountain', 'EDI Data 1', and 'EDI Data 2'. A 'Save' button is located at the bottom right of the dialog box.

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.