Vendors

IN KEYBOARD SALES MODE:
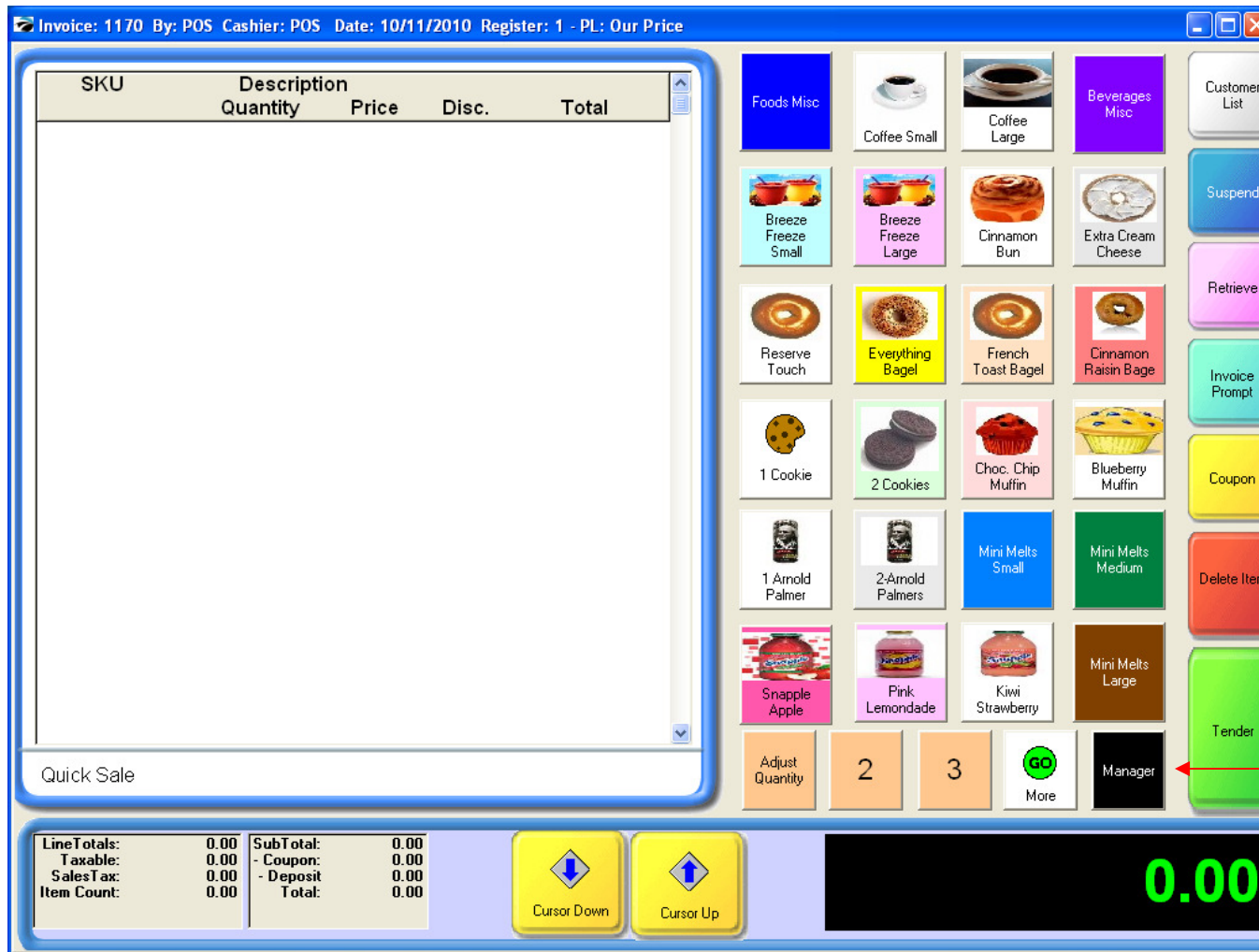
To Add or edit Vendors, you must go to Manager Mode.
1. Select Show More Options Button (F2)
2. Select Manager Mode Button (F9)
(NOTE: Only Teachers & Managers will have access to Manager Mode)

Vendors

Invoice: 1170 By: POS Cashier: POS Date: 10/11/2010 Register: 1 - PL: Our Price

IN TOUCH SCREEN SALES MODE:
To add or edit Vendors, you must go to Manager Mode.
1. Touch Manager Button

Vendors

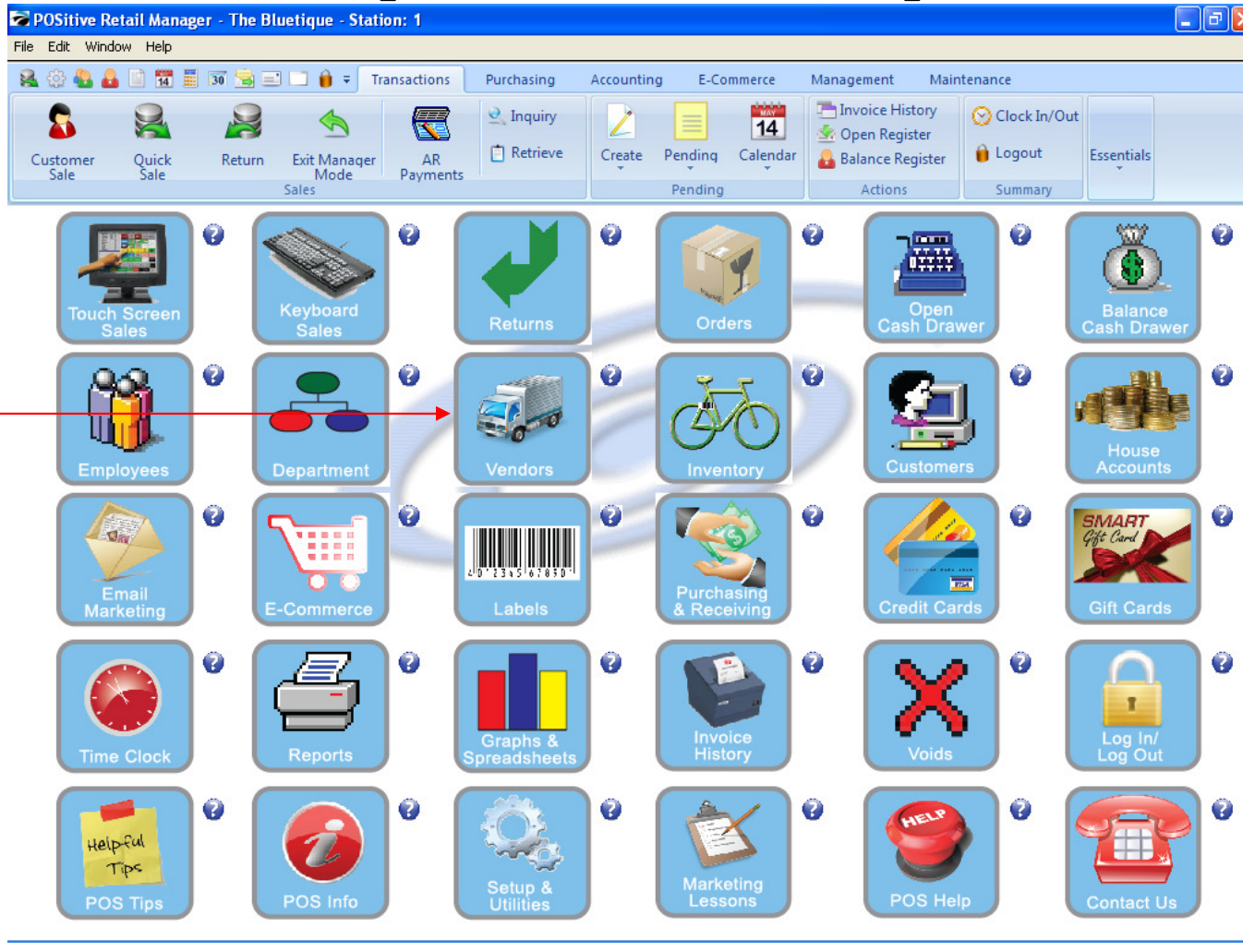ON MANAGER BUTTON SCREEN:
1. Touch Manager Mode
(NOTE: Only Teachers & Managers will have access to Manager Mode)
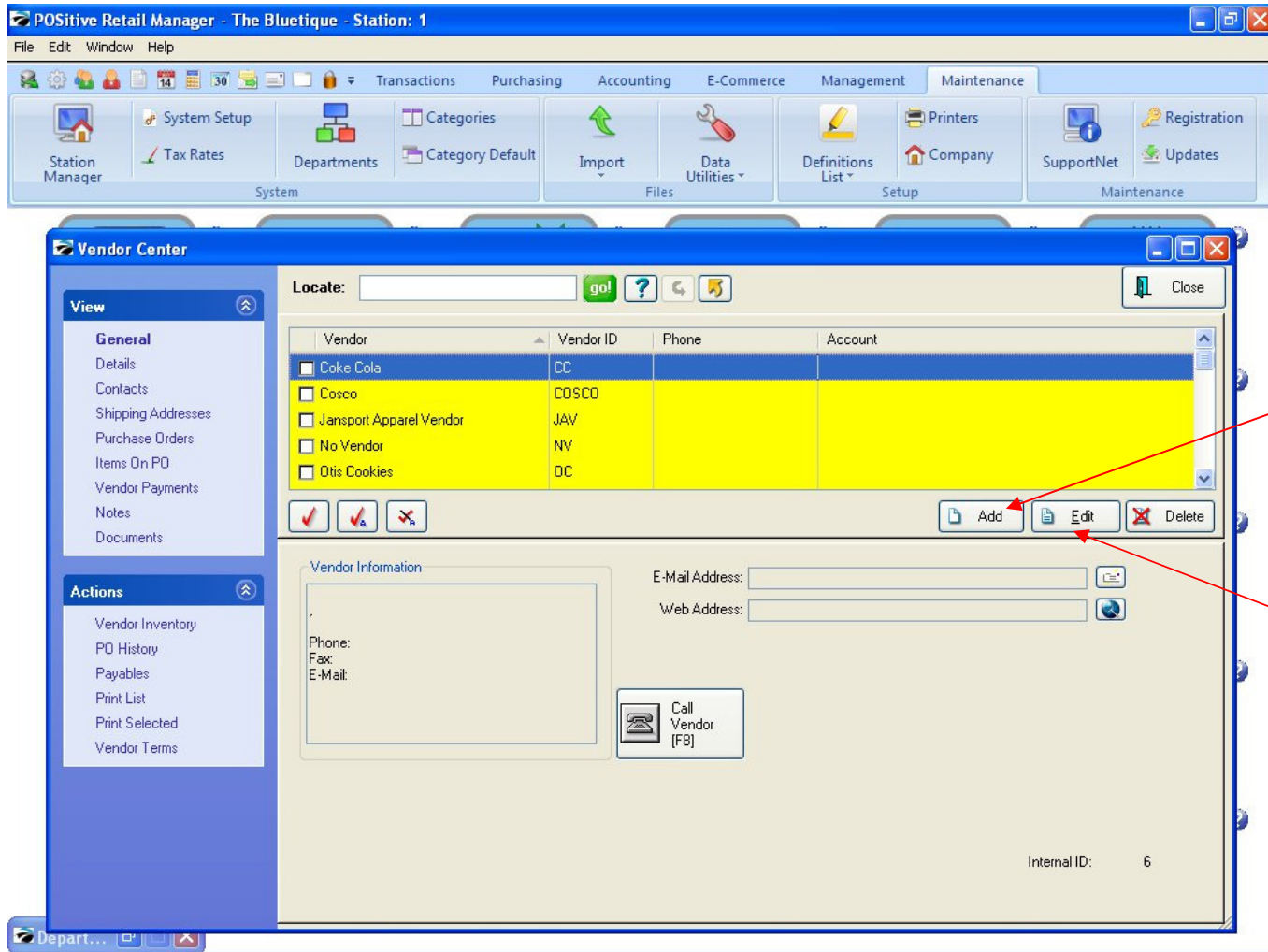
Manager Mode (Vendors)

IN MANAGER MODE:
To Add, Edit or Delete Vendors
1. Select or Touch Vendor Button

Vendors

VENDOR LIST

1. Click Add to add new vendor
2. To Edit a previously enter vendor, highlight the vendor and click Edit

Vendors

VENDOR LIST:

Insert the following fields (other details can be entered at a later date)

1. Vendor ID, 3-4 letters of vendor name
2. Vendor's Full Name
3. Terms, Click the button and select either: COD or 30-days.
4. Vendor Sku=Your Sku, (Check the box)
5. Default Shipping ID =TRUCK (Click button to select)

Vendors
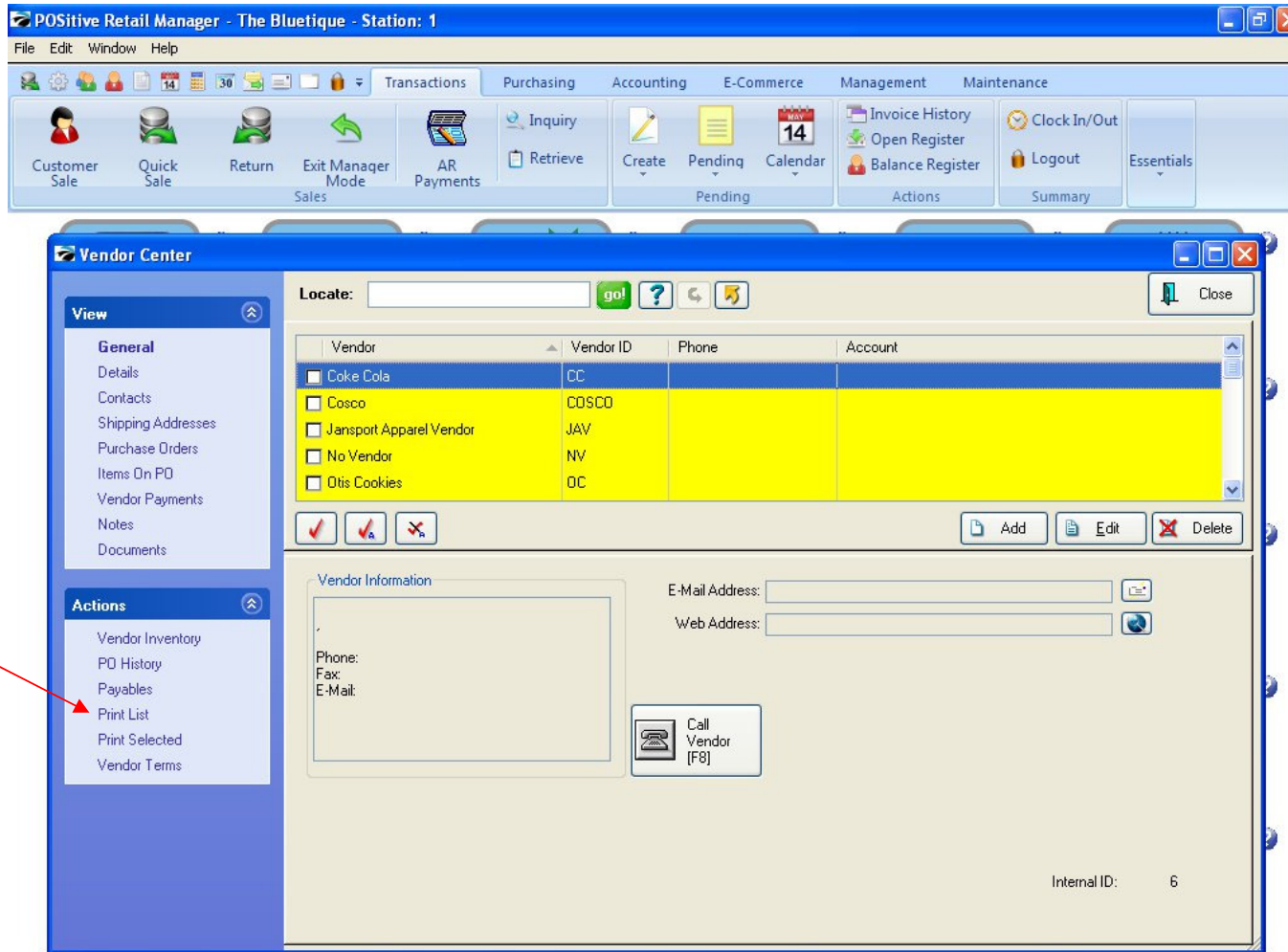
PRINT VENDOR LIST:

In Vendor Manager:
1. Select Print & Chose Print List
2. You may Preview or Print your Vendor List

Vendors

Report Preview

File

Page: 1 of 1 Step: 20
Pages To Print: Search: Copies: 1

Page	Size
✔ 1	12,454

List Of Vendors

ID	Vendor Name	Address	Phone	Fax
CC	Coke Cola			
COSCO	Cosco			
JAV	Jansport Apparel Vendor			
NV	No Vendor			
OC	Otis Cookies			
PC	Pepsi Cola			
SC	Sams Club			
SSP	School Supply Vendor			

Zoom: 100%   1 pages, 12.2Kb

Vendors

VENDOR LIST & Report
(NOTE: Look for any mistakes on report.)
1. Be sure to add other fields later (address, phone....)