How to Add or Update Vendor Item Numbers and Costs One Item at a Time

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Overview

Use this guide to record a **supplier's part number**, **cost**, and **purchasing details** for an existing item in 1place. You can maintain separate entries for each supplier you purchase the item from.

Steps

1. Open **Items** from the Main Menu and find the item.
2. Open its **Item Details** screen, then select the **Vendors** tab.
3. Locate the vendor entry you want to update. To add a supplier, select a **Vendor Name** in the blank row at the bottom of the table.
4. Enter or review the applicable columns.

Column	What to enter or review
Sort	Use the handle to arrange the vendor rows.
Default	Select the checkbox for the item's primary supplier.
Vendor Name	Select the supplier from your existing vendor list. Use the magnifying glass to open its vendor record.
Vendor Item #	Enter the supplier's part number for this item.
Vendor Cost	Enter the cost the supplier charges for the item.
Lead Time (# Days)	Enter the supplier's delivery lead time in days.
Case Pack	Enter the number of units per case.
CSF/Volume	Enter the supplier's volume measurement, if applicable.
Duty %	Enter the applicable import duty percentage.
Qty On Order	Review the quantity currently on order from this supplier.
Rnd Case Qty	Select to round purchase quantities up to a full case when creating automatic Purchase Orders.
Conv Case Qty	Select to convert purchase quantities to case quantities on Purchase Orders.
Last Order Date	Review the date the item was last ordered from this supplier.
Cost Last Updated	Review the date the vendor cost was last updated.
Ven QIS	Enter or review the quantity in stock reported by the vendor.
QIS Last Updated	Enter or review when the vendor's stock quantity was last updated.
Notes	Enter supplier-specific purchasing instructions or other notes for this item.

Action	Click **X** to remove the vendor entry from this item.

5. Review the vendor item number, cost, and other changes, then click **Save**.
6. Reopen the **Vendors** tab and verify that the changes were saved correctly.