How to Add or Update Vendor Item Numbers and Costs for a List of Items

Last Modified on 11/10/2026 6:10 am EST

Overview

Use this guide to **add or update supplier part numbers**, **costs**, and **purchasing details** for multiple items using Excel.

Before You Begin

The items and vendors referenced in your file must already exist in 1place.

Steps

1. Open an item's **Item Details** screen and select **Vendors**.
2. At the upper right of the vendor table, select **Import Vendor Item List/Costs** or **Update Vendor Item List/Costs**, depending on your task. Both buttons open the **Import Wizard**.
3. In the Import Wizard, select the appropriate **Import Type**.

Import type	When to use it
Vendor Item Numbers (1 Vendor)	Your spreadsheet contains items for one supplier. Select that supplier in **Item Vendor**.
Vendor Item Numbers (All Vendors)	Your spreadsheet contains items from multiple suppliers. Identify the vendor on each row.

4. Click **Download Excel Template**. Enter one item/vendor entry per row. **ItemID** and **VendorID** are the required identifiers. For a **1 Vendor** import, select the vendor in **Item Vendor**.

Key field	What to enter
ItemID	The existing 1place item number. Required.
VendorID	The existing vendor number. Required for **All Vendors**.
VendorItemNum	The supplier's part number, if applicable.
VendorCost	The supplier's cost for the item, if applicable.

Review the **Additional Import Fields** section below and fill in any fields that apply to your items, then save the file.

5. Click **Browse** and select your completed file. Review **Import New Records** or **Update Existing Records**, as applicable.
6. Check **Map Columns**, then click **Proceed**. Review any validation results and correct flagged data before completing the import.
7. Open several affected items and check their **Vendors** tabs to verify the part numbers, costs, and purchasing details.

Additional Import Fields

Complete these fields when applicable, using the headers in your downloaded template.

Field	What it represents
VendorLeadTime	Delivery lead time in days.
CasePack	Units per case.
Notes	Supplier-specific notes.
CostLastChangeDate	Date the vendor cost changed.
CubicSquareFt	Supplier volume measurement.
Duty Percent	Applicable duty percentage.
RoundUpQtyToCaseQtyOnPO	Round purchase quantities up to a full case.
ConvertQtyToCaseQtyOnPO	Convert purchase quantities to case quantities.
LastOrderDate	Date last ordered from the vendor.
QtyOnOrder	Quantity on order.
VendorQtyInStock	Stock quantity reported by the vendor.
VendorQtyInStockLastUpdated	Date the vendor's stock quantity was last updated.