1. Go to Material > Vendor.

j≡ Dispatch	
III Material	
Cores & Returns	
Equipment Search	
Inventory Transfer	
Locations	
Parts	
Physical Inventory Scan	
Pick List	
Purchase Order	
Receiving	
Reorder	
Vendor 1	

2. Click on the + to add a Vendor to your list.

Vendor I	_ist	
•	2 Name ^	Primary Phone
	Appliance Parts Depot	(555) 555-5555 🞧
	Marcone	(555) 555-5555 🞧
Search		

3. The "Type" defaults to Existing Brand Vendor to allow the use of a Vendor that may already be in the list, but inactive for your SmartWare. Enter the vendor name into the vendor name field. If the vendor already exists in the list, it will show in the search results. Select the Vendor name from the list. Once the name is selected, the Vendor Type, website and terms will fill in automatically based on what is already included for the existing vendor.

New Vendor	H Save	Ø Discard	New Vendor		🗎 Save 🖉
Туре:	Existing Brand Vendor	~	Туре:	Existing Brand Vendor	
Vendor Name:	Reliabl		Vendor Name:	Reliable Parts	
Vendor Type:	- Reliable - Reliable	~	Vendor Type:	Parts Provider	
Website:	- Reliable Parts - Reliable Parts		Website:		
Torme:	- Reliable 1 - Reliable 1			reliableparts.com	
ierina.	- Reliable 2 - Reliable 2		Terms:	cash	
Active:	- Reliable 3 - Reliable 3		Active:	Ø	
Return Policy Davs:	- Reliable Appliance - Reliable Appliance	30	Return Policy		
Core Return	- RELIABLE CLEARWATER PU - RELIABLE CLEARWATER PU	30	Days:		
Policy Days:	- Reliable MRA Centreville - Reliable MRA Centreville	00	Policy Days:		
Contact Name:	- Reliable Part - Reliable Part		Contact		
Address 1:	- Reliable Parts - Reliable Parts		Name:		
Address 2			Address 1.		
1001000 Z.			Address 2:		
Postal Code:			Postal Code:		

4. If the Vendor you are trying to add does not come up in the list with the "Existing Brand Vendor" selected as the Type, change the Type to "New Vendor." Enter the Vendor Name, website and terms.

lew Vendo		H Save	Ø Discard
Туре:	New Vendor		~
Vendor Name:	New Part Vendor]
Vendor Type:	Parts Provider		~
Website:	vendorsite.com		
Terms:	Net 30		
Active:			
Return Policy			30

5. Fill out the remaining information on the screen. Fields with a red outline are required fields. Click on Validate address.

Return Policy Days:						30
Core Return Policy Days:						30
Contact Name:						
Address 1:						
Address 2:						
Postal Code:						
City:						
State/Prov.:		~				
Phone Number:	(###) ###-####	Type:	Cell Phone	~	Desc:	
Alt Phone:	(###) ###-####	Type:	Cell Phone	~	Desc:	
Email Address:					Desc:	
Google Mapping	Address:					
Mapping Accuracy:		~	🗸 Validate A	ddress		
Lat:			Long:			

6. Click on Save once all of the fields are filled out and the address is validated.

New Vendor				6	H Save	Ø Discar
Туре:	New Vendor			<u> </u>		~ ~
Vendor Name:	New Part Vendor					
Vendor Type:	Parts Provider					~
Website:	vendorsite.com					
Terms:	Net 30					
Active:	√					
Return Policy Days:						30
Core Return Policy Days:						30
Contact Name:	Part Person					
Address 1:	1010 N. University Parks Dr.					
Address 2:						
Postal Code:	76707					
City:	Waco					
State/Prov.:	Texas	~				
Phone Number:	(254) 555-5555	Type:	Cell Phone	~ D	esc:	
Alt Phone:	(###) ###-####	Type:	Cell Phone	~ D	esc:	
Email Address:				D	esc:	
oogle Mapping Addre	ess: Parks Drive Waco, TX 76707					
lapping ccuracy:	ROOFTOP	~	✓Validate Ad	dress		