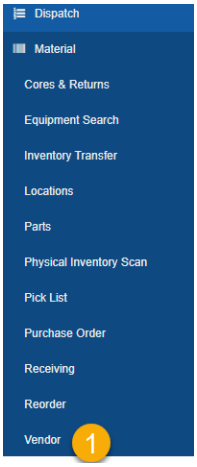
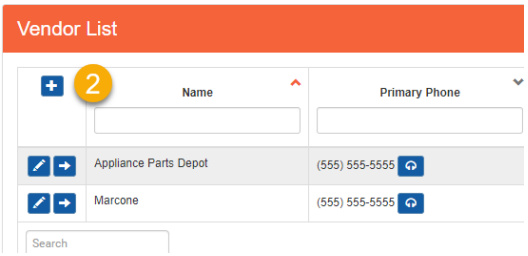
ADD A VENDOR

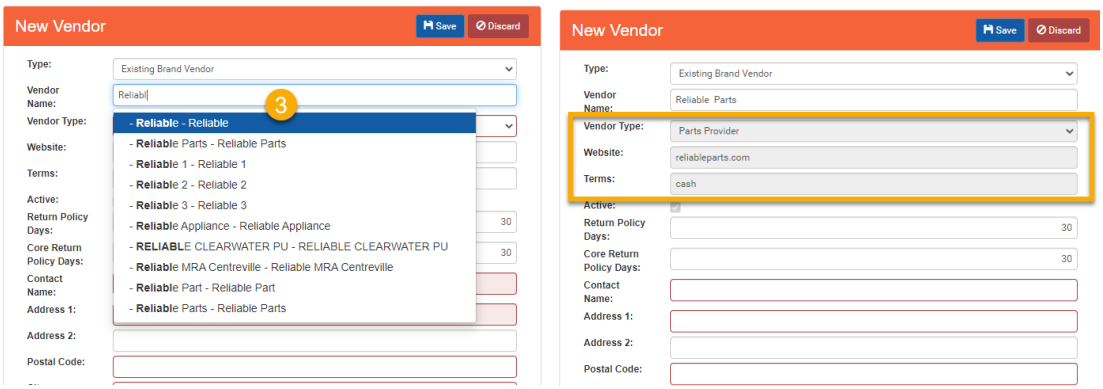
1. Go to Material > Vendor.



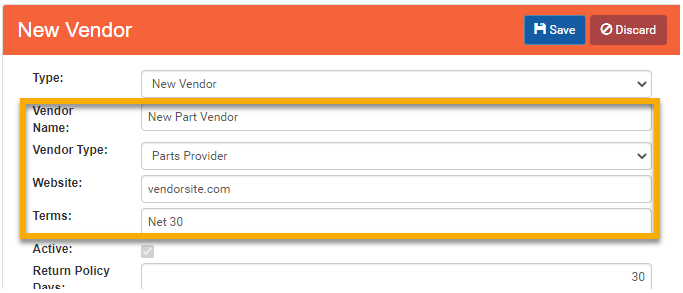
2. Click on the + to add a Vendor to your list.



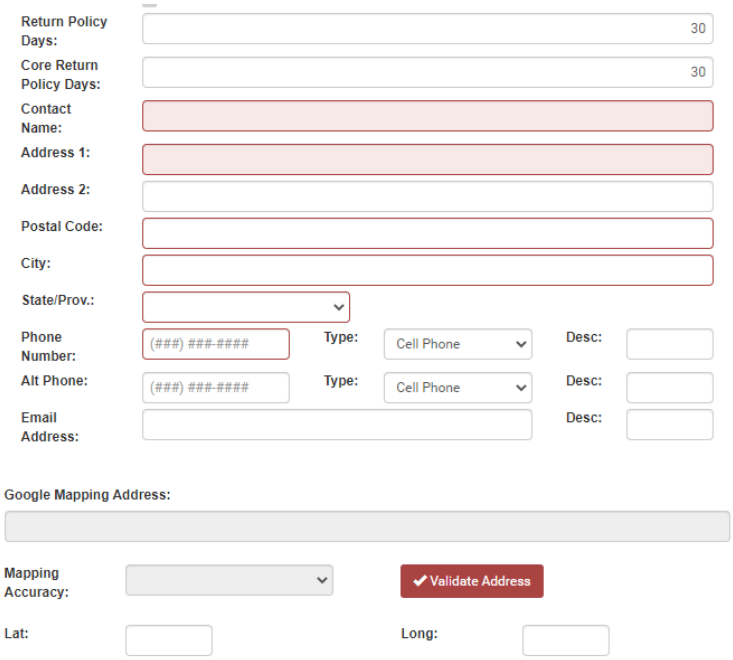
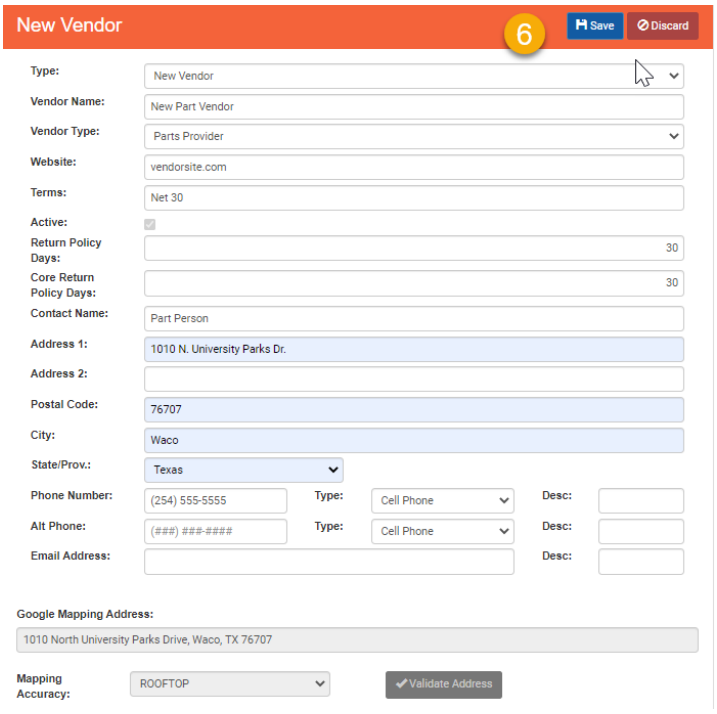
3. The “Type” defaults to Existing Brand Vendor to allow the use of a Vendor that may already be in the list, but inactive for your SmartWare. Enter the vendor name into the vendor name field. If the vendor already exists in the list, it will show in the search results. Select the Vendor name from the 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.



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.



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



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