<u>Adding item for a Non-Pricing-Service Vendor</u>

If the vendor has already been setup in your system, then you can skip to Step 2.

Step 1: adding a new vendor

On the V/M menu, go into option #1 VENDOR MAINTENANCE and add the vendor to your system. Since this is a vendor where you will be listing items in the product file, you should enter them with a 3-character code. (The 4 or 5 character codes are for vendors that you place purchase order with, but do not have any items listed under them in your Product File). After you have filled in all of the screens (3) enter "UP" to update the vendor and the system will ask if you wish to enter a "Mfgr ID Cross Reference". Enter "Y" and then put in the 3-character code again. This is how the items for this manufacturer will be looked up in product searches.

Step 2: setup new Product Defaults

Next you will need to decide three things that will be used for this vendor's products:

      1) matrix sell

      2) commodity code

      3) product group.

On the S/M menu, go into #12. NEW PRODUCT DEFAULTS and enter the information that you want the system to use for the items for the new vendor. Most of the other fields here can be left blank, but see Chapter 1 of the Documentation for more details.

Step 3: adding the items

Now you should be ready to prepare the spreadsheet from the Vendor and read it into your system. This process is explained in detail in Chapter 4: VENDORS of the documentation. You may also find it helpful to use the write-up available called "Preparing an Excel File to read into Harvest" which is available on our web site and provides a good check-list to make sure the file is prepared properly.

If the file from the vendor does NOT include UPC #'s then you will need to decide upon a six (6) character number to use. The first 6 digits indicate the vendor and then last 5 indicate the individual item. We advise distributors to assign numbers starting with "99" because that is not usually used by pricing services. If you wish to set up a Special record to enter special items for this vendor on customer orders, then enter that 6 digit number in Product Maintenance followed by "00000" and setup the special.