



**PURPOSE:**

The vendor management section of DEACOM is used to create and modify vendor records as well as vendor parts and pricing. Vendor records contain several order default fields which provide the default values when the vendor is selected during purchase order entry.

**PROCESS STEPS:**

1. Navigate to Purchasing > Vendor Management
2. Select the "Add" button.
3. Enter a vendor name in 'Vendor' field
4. Enter the Purchasing Contact name and Phone
5. Navigate to the General Tab:
  - a. Enter COMPLETE Vendor Shipping Address
  - b. Confirm the "Accept backorders" box is checked
  - c. Confirm "Active" box is checked.
6. Navigate to the Remit To tab - if billing address is different from shipping address, enter this information here.
7. Navigate to the Order Defaults tab:
  - a. Confirm correct PO Type("Public", "Private")
  - b. Confirm correct AP Account's
  - c. Facility field remains blank for all Tulco Facilities to use.
  - d. Confirm Terms, Freight Type, Ship Via, and Vendor Type.
  - e. Check 1099 required if applicable
8. Navigate to the User fields Tab
  - a. If the 1099 box was checked in step 7e, enter the 1099 box you want these payments to appear in.
9. Click "Save" button on the vendor record to complete the process.

**REVISIONS**

Rev	Date	Change
I/R	10/31/17	New
A	8/27/18	Relocate order of needed fields
B	2/26/19	Update from CRM kickoff & remove duplicate SOP #200