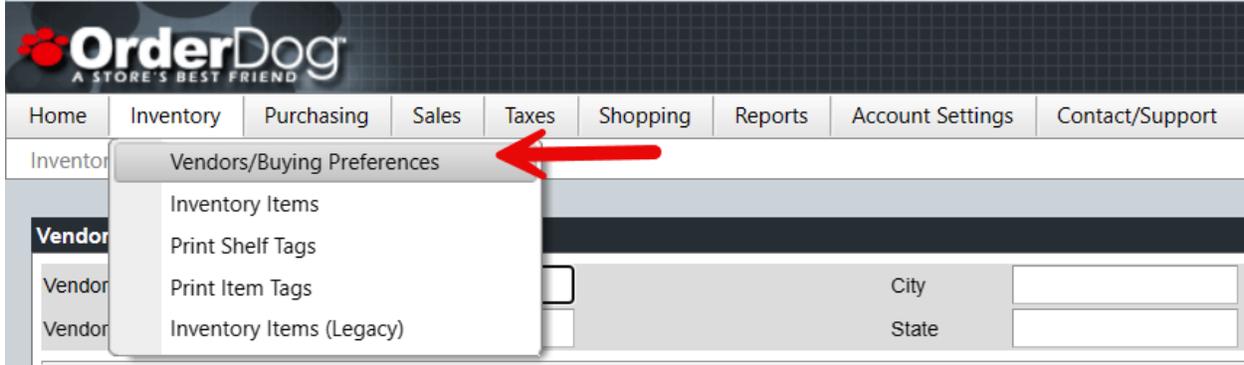




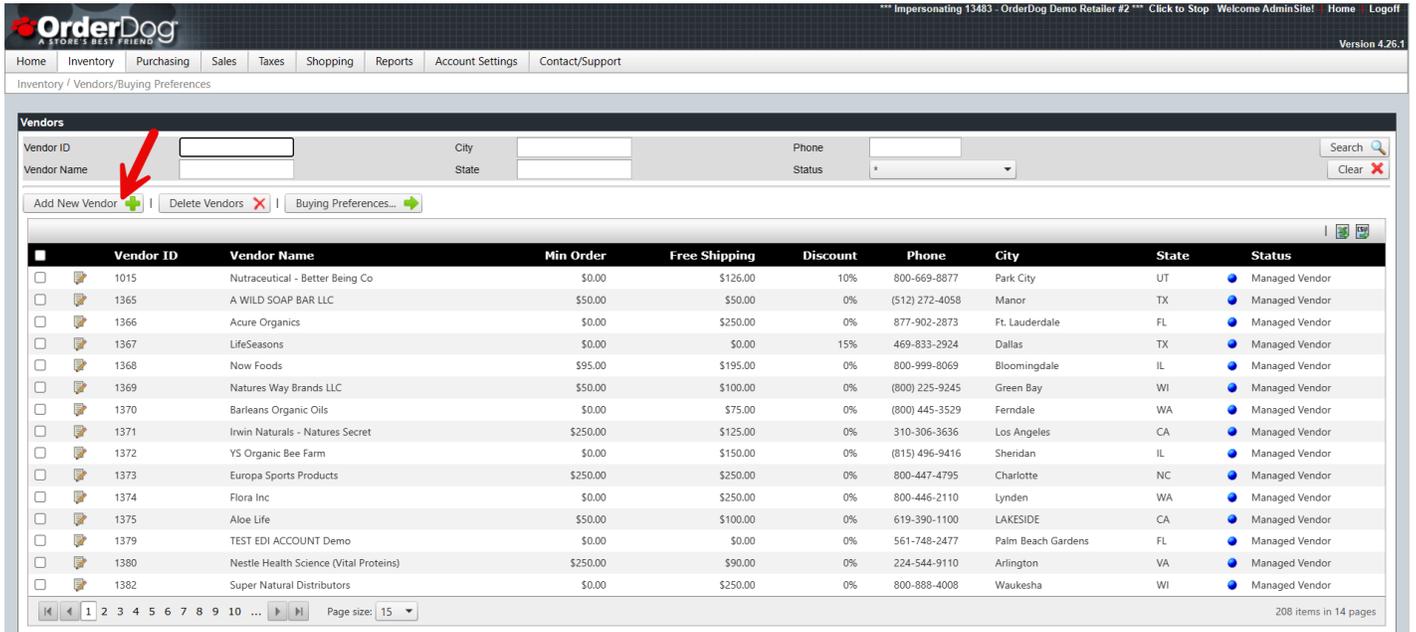
Step 1.1 – Adding Vendors and Vendor Account Numbers

Getting Started with OrderDog > Step 1 – Vendor Preferences

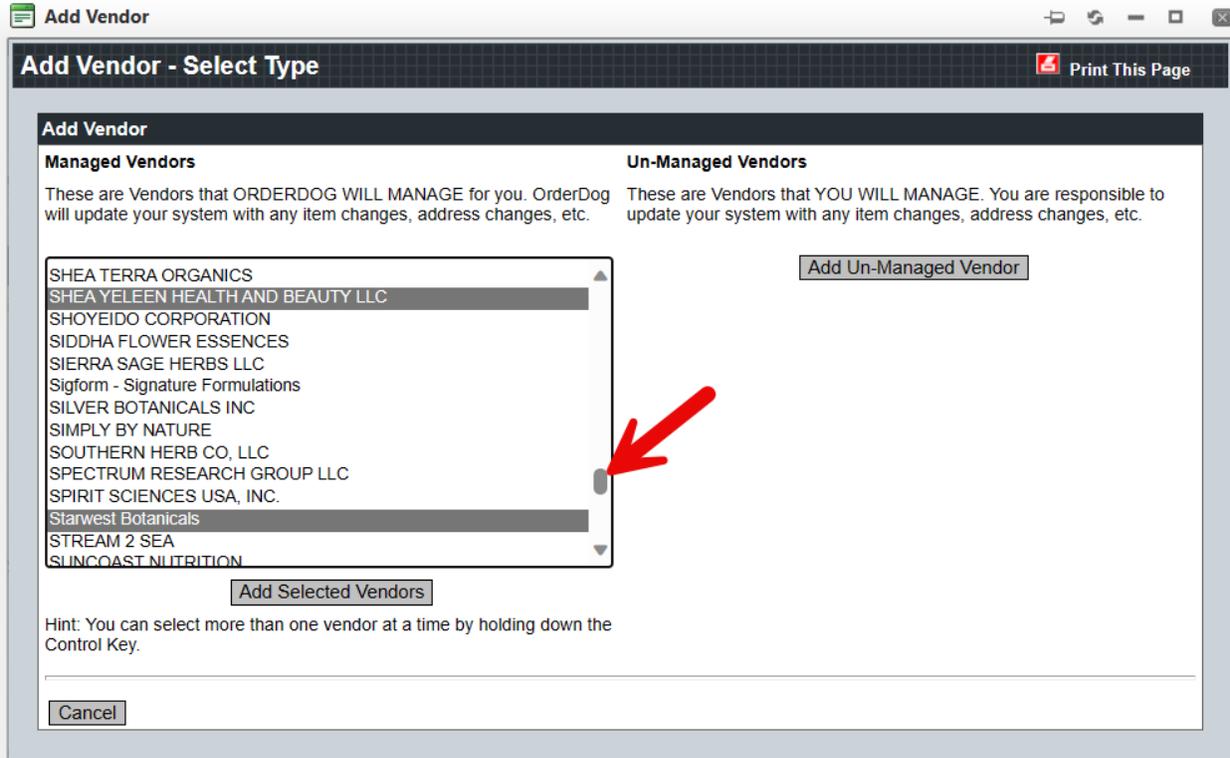
1. Starting on the OrderDog portal, navigate up to the “Inventory” drop-down menu. Then, click on “Vendors/Buying Preferences”. On this page, you can add, delete, and edit your vendors.



2. Click “Add New Vendor” to open the “Add Vendor” screen.



3. From here, you can scroll through the list on the left to find the vendor you want to add. Use Ctrl + Click to select additional vendors. To deselect a vendor, Ctrl + Click the highlighted vendor.



4. Once you have selected your desired vendors, click "Add Selected". You can always come back to this screen later to add more vendors. For now, close this page.



*****IMPORTANT:** Account numbers must be added for each of these vendors to create orders. We'll show you how to add account numbers now.

5. Click on the pencil icon on the left side of your vendors to open the edit screen.

<input type="checkbox"/>		Vendor ID	Vendor Name
<input type="checkbox"/>		1015	Nutraceutical - Better Being Co
<input type="checkbox"/>		1365	A WILD SOAP BAR LLC
<input type="checkbox"/>		1366	Acure Organics
<input type="checkbox"/>		1367	LifeSeasons
<input type="checkbox"/>		1368	Now Foods
<input type="checkbox"/>		1369	Natures Way Brands LLC

6. Click on the "Account Info" tab.

Vendor - Edit

[General](#) [Account Info](#) [Delivery Settings](#)

Vendor ID: **1015**

Name:

Alt Vendor ID:

Mailing Address

Name: **Nutraceutical - Better Being Co**

Address 1: **Second Floor**

- An account number can be added to the table at the bottom of this screen by entering the number into the "Account Number" text box and clicking "Add". You can also use the "Description" text boxes to keep track of your account numbers.

General
Account Info
Delivery Settings

Vendor ID: **1015**
Name: **Nutraceutical - Better Being Co**

Account Information

Payment Terms: ▼
Estimated Discount:
Credit Limit:
Min Order: 0.0000
Free Shipping: 200.0000

Account Number(s)

	Account Number	Description
🗑️	1234	
Add	<input style="width: 80%;" type="text" value="4321"/>	<input style="width: 80%;" type="text" value="Main"/>

- Repeat this process to add all account numbers you want to use. When placing an order, OrderDog will ask you which account number you want to use.
- Once you have finished adding account numbers, click "Save Changes".

	Account Number	
🗑️	1234	
🗑️	4321	
<input type="button" value="Add"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>

- Close out of this screen to view and search through your vendors using the search fields.

YOU'RE DONE!

If you have any questions or concerns regarding this tutorial, or any other inquiries, please feel free to contact us at:

Email: support@orderdog.com

Call: 1-866-673-3736

Our hours: 8 AM – 6 PM CST

Monday – Friday

After Hours Support Available

Visit our website for more tutorials and resources:

<https://orderdog-inc.kayako.com/>

