

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.

Home	Inventory	Purchasing	Taxes	Shopping	Reports	Account Settings	Contact/Support	
Inventor	Vendor	s/Buying Prefere	ences	-				
	Inventory Items							
Vendor	Print Shelf Tags							
Vendor	Print Item Tags						City	
Vendor	Invento	ory Items (Legac	y)				State	

2. Click "Add New Vendor" to open the "Add Vendor" screen.

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Home	Inventor	/ Purchasing	Sales	Taxes	Shopping	Reports	Account Settings	Contact/Support							
Inventory	/ Vendor	/Buying Preferen	ces											_	
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		Vendor ID	Ve	ndor Na	me			Min Order	Free Shinning	Discount	Phone	City	State		Status
		1015	Nut	raceutical.	- Retter Reina (^o		\$0.00	\$126.00	10%	800-669-8877	Park City	UT		Managed Vendor
0		1365	A W		BAR LLC			\$50.00	\$50.00	0%	(512) 272-4058	Manor	тх	-	Managed Vendor
		1365	Acu	re Organic				\$0.00	\$250.00	0%	877-902-2873	Et Lauderdale	EL	-	Managed Vendor
		1367	Life	Seasons				\$0.00	\$0.00	15%	469-833-2924	Dallac	TY	-	Managed Vendor
		1368	Now	v Foods				\$95.00	\$195.00	0%	800-999-8069	Bloominadale		-	Managed Vendor
		1369	Nati	ures Way P	Brands LLC			\$50.00	\$100.00	0%	(800) 225-9245	Green Bay	WI		Managed Vendor
		1370	Barle	eans Orga	nic Oils			\$0.00	\$75.00	0%	(800) 445-3529	Ferndale	WA	-	Managed Vendor
		1371	Invir	n Naturals	- Natures Secr	et		\$250.00	\$125.00	0%	310-306-3636	Los Angeles	CA		Managed Vendor
	·	1372	YS C	Droanic Be	e Farm			\$0.00	\$150.00	0%	(815) 496-9416	Sheridan			Managed Vendor
		1373	Euro	opa Sports	Products			\$250.00	\$250.00	0%	800-447-4795	Charlotte	NC		Managed Vendor
		1374	Flore	a Inc				\$0.00	\$250.00	0%	800-446-2110	Lynden	WA	-	Managed Vendor
		1375	Aloe	e Life				\$50.00	\$100.00	0%	619-390-1100	LAKESIDE	CA	•	Managed Vendor
		1379	TEST	T EDI ACCO	DUNT Demo			\$0.00	\$0.00	0%	561-748-2477	Palm Beach Gardens	FL		Managed Vendor
		1380	Nest	tle Health	Science (Vital F	roteins)		\$250.00	\$90.00	0%	224-544-9110	Arlington	VA	•	Managed Vendor
		1382	Sup	er Natural	Distributors			\$0.00	\$250.00	0%	800-888-4008	Waukesha	WI		Managed Vendor
		24567	8 0 10		N. Dana sia	15 -								-	202 items in 14 meres
14	T 1 2	34567	0 9 10		Pi Page siz	e: 15 👻									208 items in 14 pages

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.

Add Vendor - Select Type Image Print This Page Add Vendor Managed Vendors Managed Vendors Un-Managed Vendors These are Vendors that ORDERDOG WILL MANAGE for you. OrderDog These are Vendors that YOU WILL MANAGE. You are responsible to update your system with any item changes, address changes, etc. SHEA TERRA ORGANICS These are Vendors that YOU WILL MANAGE. You are responsible to update your system with any item changes, address changes, etc. SHEA TERRA ORGANICS These are Vendors that YOU WILL MANAGE. You are responsible to update your system with any item changes, address changes, etc. SHEA TERRA ORGANICS These are Vendors that YOU WILL MANAGE. You are responsible to update your system with any item changes, address changes, etc. SHEA TERRA ORGANICS These are Vendors that YOU WILL MANAGE. You are responsible to update your system with any item changes, address changes, etc. SHEA YELEEN HEALTH AND BEAUTY LLC Add Un-Managed Vendor SIODHA FLOWER ESSENCES Signature Formulations SILVER BOTANICALS INC Signature Formulations SULVER BOTANICALS INC Starwest Botanicals STREAM 2 SEA SINCOAST NITRITION Mint: You can select more than one vendor at a time by holding down the control Key. Add Selected Vendors		
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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.



Hint: You can select more than one vendor at a time by holding down the Control Key.

*****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.

	Vendor ID	Vendor Name
P	1015	Nutraceutical - Better Being Co
	1365	A WILD SOAP BAR LLC
P	1366	Acure Organics
P	1367	LifeSeasons
P	1368	Now Foods
P	1369	Natures Way Brands LLC

6. Click on the "Account Info" tab.

Vendor - Edit						
General	Account Info	Delivery Settings				
Vendor ID:	1015					
Name:	Nutraceutical - Better Being Co					
Alt Vendor ID:						
Mailing Add	ress					
Name: Address 1:	Nutraceutical - Second Floor	Better Being Co				

7. 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	Account Information						
Payment Terms:	Credit Card 🗸						
Estimated Discount:	10						
Credit Limit:	0.0000						
Min Order:	0.0000 0.0000						
Free Shipping: 126.0000 200.0000							
Account Number(s)							
Account Numb	er Description						
1234							
Add 4321	Main						
7							
Save Changes Cancel							

- 8. 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.
- 9. Once you have finished adding account numbers, click "Save Changes".

	Account Number				
T	1234				
tin	4321				
Add					
Save Change	Cancel				

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

