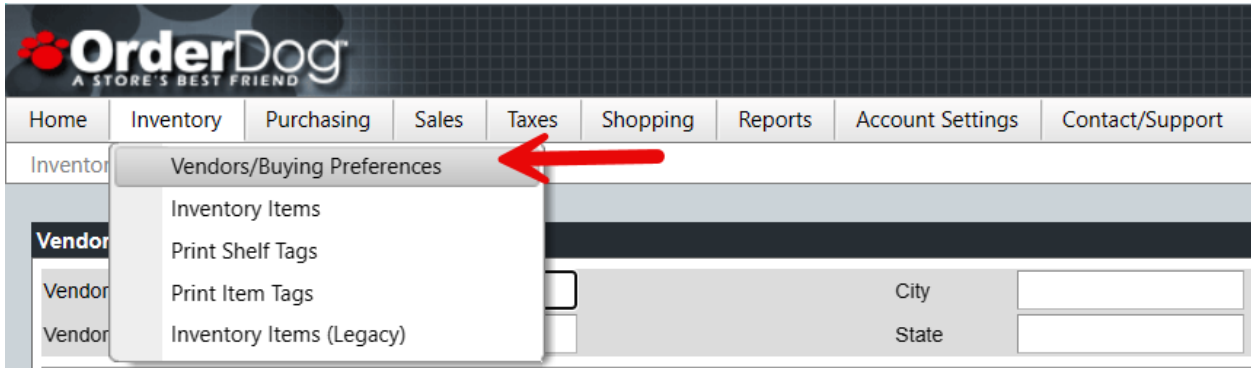




Step 1.2 – Setting up Vendor Preferences

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".

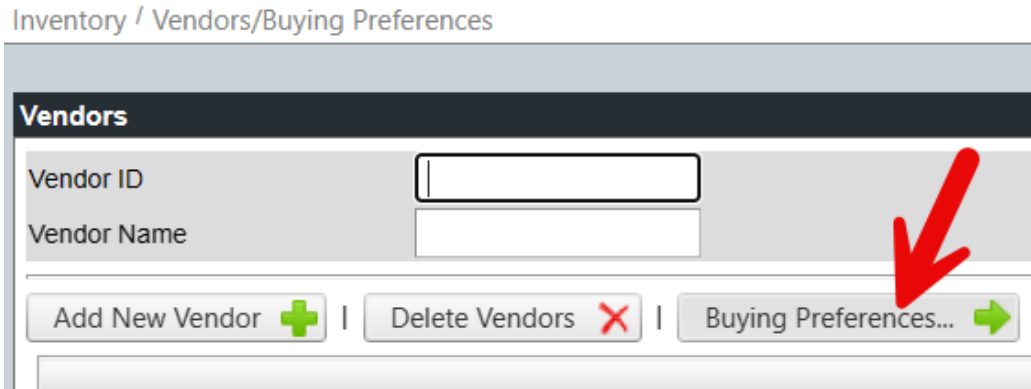


2. You'll be able to see and filter through all your added vendors on this page, which we added from the previous tutorial.

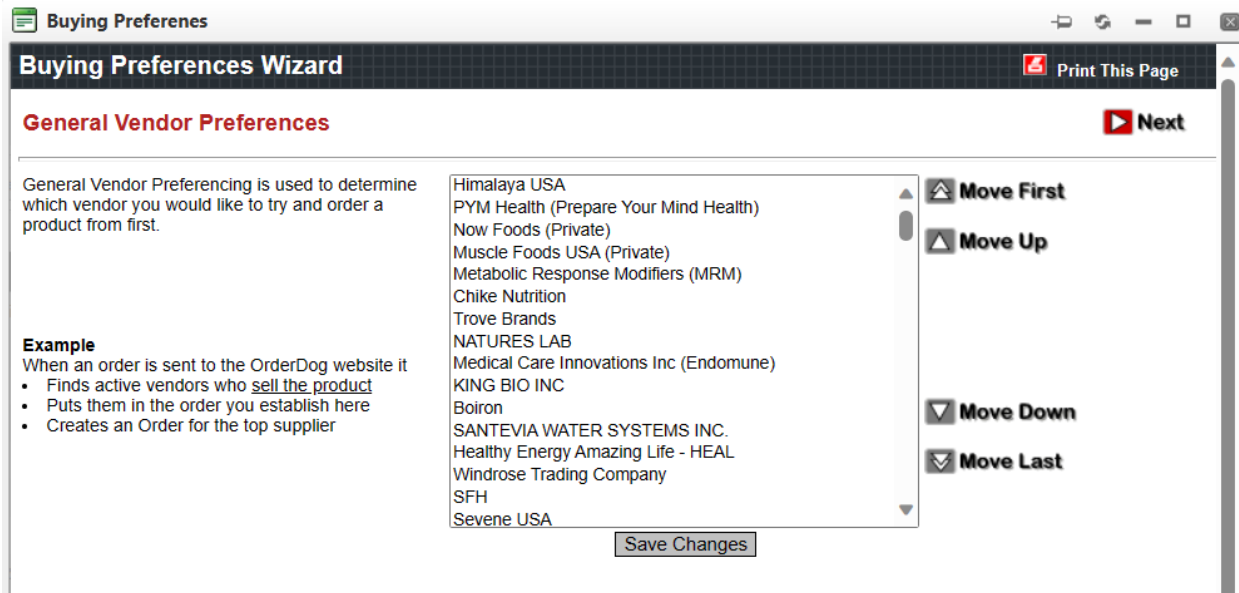
The screenshot shows the 'Vendors' page in the OrderDog portal. At the top, there is a navigation bar with the following items: Home, Inventory, Purchasing, Sales, Taxes, Shopping, Reports, Account Settings, and Contact/Support. Below the navigation bar, there is a search and filter section with fields for Vendor ID, Vendor Name, City, State, Phone, and Status. There are also buttons for 'Add New Vendor', 'Delete Vendors', and 'Buying Preferences...'. The main content area displays a table of vendors with the following columns: Vendor ID, Vendor Name, Min Order, Free Shipping, Discount, Phone, City, State, and Status. The table contains 18 rows of vendor data. At the bottom of the table, there are pagination controls showing 'Page size: 15' and '208 items in 14 pages'.

| Vendor ID | Vendor Name | Min Order | Free Shipping | Discount | Phone | City | State | Status |
|-----------|--|-----------|---------------|----------|----------------|--------------------|-------|----------------|
| 1015 | Nutraaceutical - Better Being Co | \$0.00 | \$126.00 | 10% | 800-669-8877 | Park City | UT | Managed Vendor |
| 1365 | A WILD SOAP BAR LLC | \$50.00 | \$50.00 | 0% | (512) 272-4058 | Manor | TX | Managed Vendor |
| 1366 | Acure Organics | \$0.00 | \$250.00 | 0% | 877-902-2873 | Ft. Lauderdale | FL | Managed Vendor |
| 1367 | LifeSeasons | \$0.00 | \$0.00 | 15% | 469-833-2924 | Dallas | TX | Managed Vendor |
| 1368 | Now Foods | \$95.00 | \$195.00 | 0% | 800-999-8069 | Bloomington | IL | Managed Vendor |
| 1369 | Natures Way Brands LLC | \$50.00 | \$100.00 | 0% | (800) 225-9245 | Green Bay | WI | Managed Vendor |
| 1370 | Barleans Organic Oils | \$0.00 | \$75.00 | 0% | (800) 445-3529 | Ferndale | WA | Managed Vendor |
| 1371 | Irwin Naturals - Natures Secret | \$250.00 | \$125.00 | 0% | 310-306-3636 | Los Angeles | CA | Managed Vendor |
| 1372 | YS Organic Bee Farm | \$0.00 | \$150.00 | 0% | (815) 496-9416 | Sheridan | IL | Managed Vendor |
| 1373 | Europa Sports Products | \$250.00 | \$250.00 | 0% | 800-447-4795 | Charlotte | NC | Managed Vendor |
| 1374 | Flora Inc | \$0.00 | \$250.00 | 0% | 800-446-2110 | Lynden | WA | Managed Vendor |
| 1375 | Aloe Life | \$50.00 | \$100.00 | 0% | 619-390-1100 | LAKESIDE | CA | Managed Vendor |
| 1379 | TEST EDI ACCOUNT Demo | \$0.00 | \$0.00 | 0% | 561-748-2477 | Palm Beach Gardens | FL | Managed Vendor |
| 1380 | Nestle Health Science (Vital Proteins) | \$250.00 | \$90.00 | 0% | 224-544-9110 | Arlington | VA | Managed Vendor |
| 1382 | Super Natural Distributors | \$0.00 | \$250.00 | 0% | 800-888-4008 | Waukesha | WI | Managed Vendor |

3. To set up your preferences with vendors, click on “Buying Preferences”.

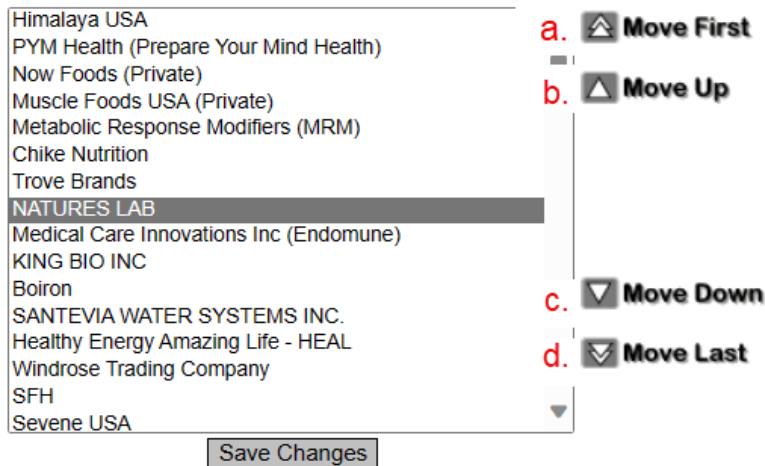


4. This list will include all the vendors that you decide to add.

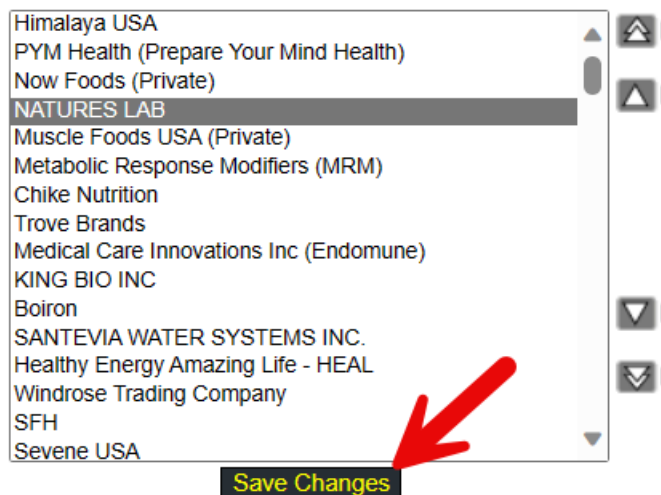


You will want to place the vendor that you want ordered from first over other vendors toward the top of the list. We'll show you how to reorder your vendors based on preference now.

5. Highlight vendor names and use the buttons on the right to order them.



- a. The “Move First” button will move the highlighted vendor to the top of the list.
 - b. The “Move Up” button will only move the highlighted vendor up one slot at a time.
 - c. The “Move Down” button will only move the highlighted vendor down one slot at a time.
 - d. The “Move Last” button will move the highlighted vendor to the bottom of the list.
6. Once you have your vendor preferences list in the correct order, click “Save Changes”. Close out of the screen when you are finished.



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/>

