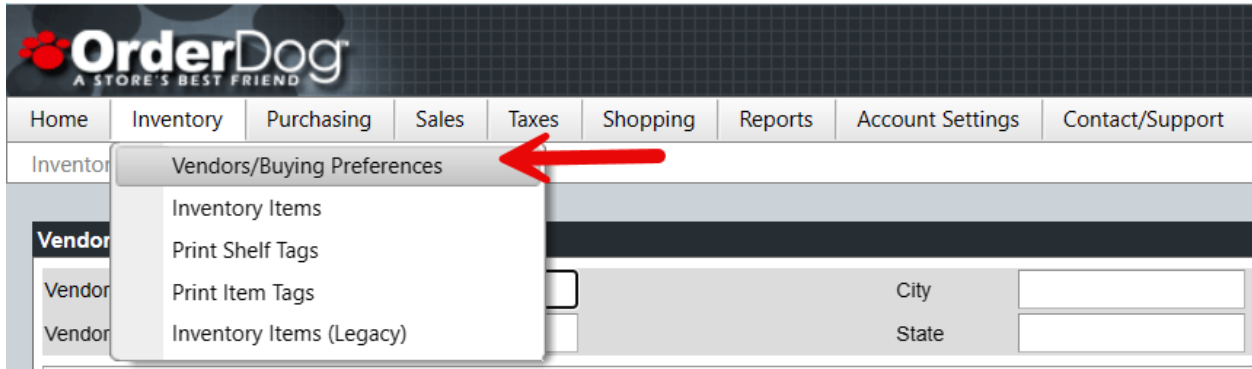




Step 1.1 – Adding Vendors and Vendor Account Numbers

Getting Started with OrderDog > Step 1 – Vendor Preferences

- 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.

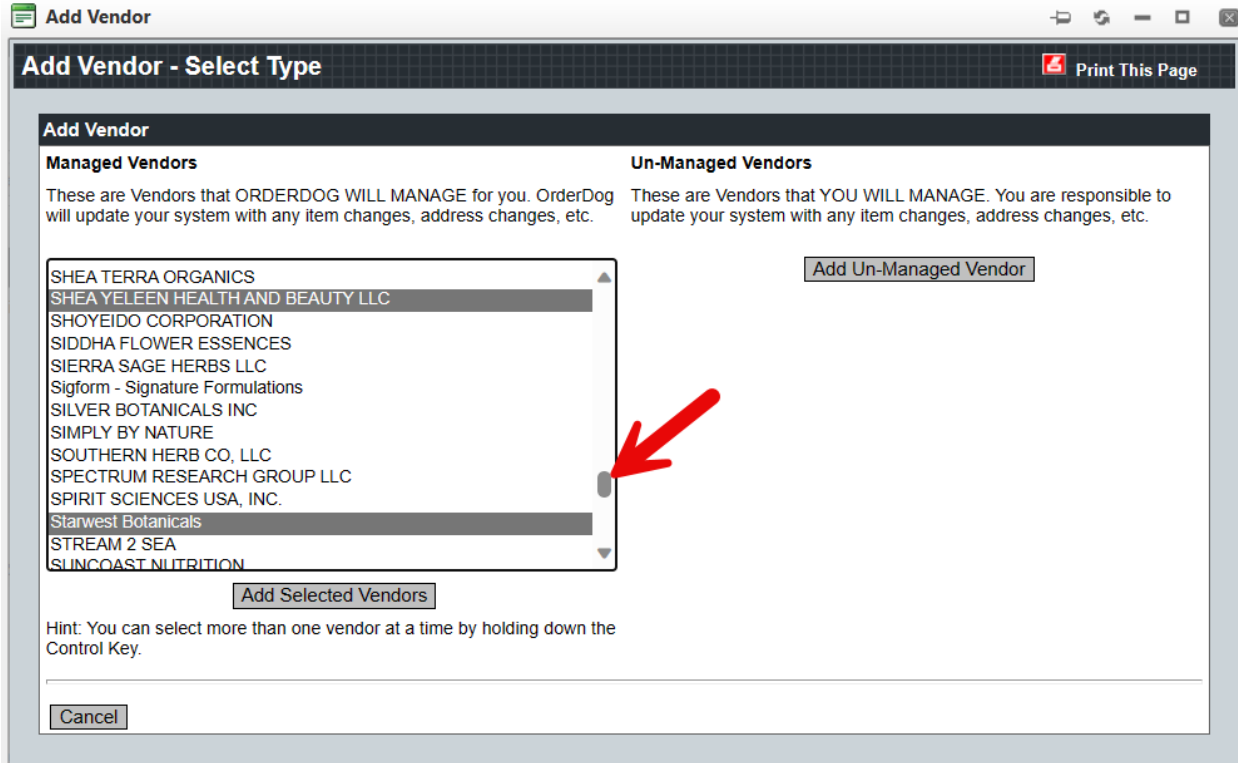


- Click “Add New Vendor” to open the “Add Vendor” screen.

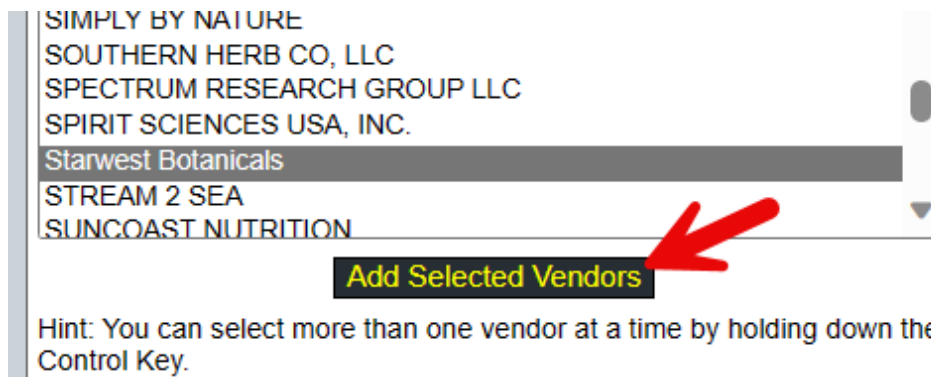
The screenshot shows the 'Vendors/Buying Preferences' page in the OrderDog portal. A red arrow points to the 'Add New Vendor' button. The page includes a search bar, a 'Clear' button, and a table of vendors. The table has columns for Vendor ID, Vendor Name, Min Order, Free Shipping, Discount, Phone, City, State, and Status. The status for all vendors is 'Managed Vendor'.

Vendor ID	Vendor Name	Min Order	Free Shipping	Discount	Phone	City	State	Status
1015	Nutraceutical - 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. 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:
Free Shipping:

Account Number(s)

	Account Number	Description
<input type="button" value="trash"/>	1234	
<input type="button" value="Add"/>	<input type="text" value="4321"/>	<input 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
<input type="button" value="trash"/>	1234
<input type="button" value="trash"/>	4321
<input type="button" value="Add"/>	<input 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/>

