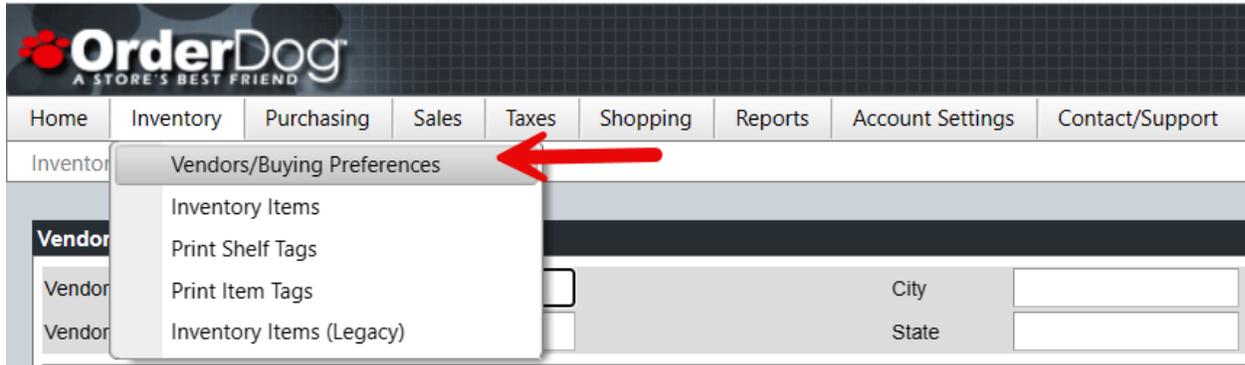




Step 1.2 – Setting up Vendor Preferences

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".

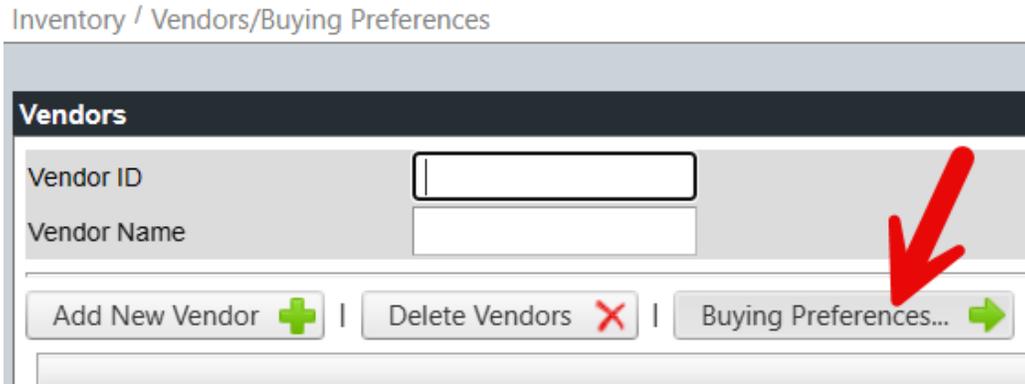


2. You'll be able to see and filter through all your added vendors on this page, which we added from the previous tutorial.

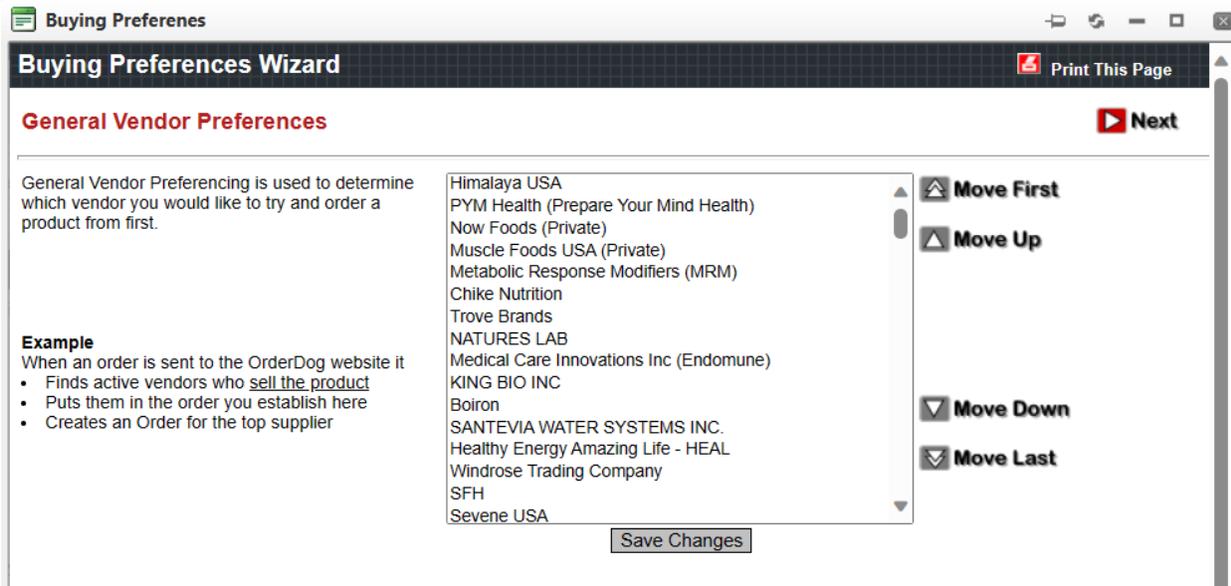
The screenshot shows the OrderDog portal 'Vendors' page. The page includes a search and filter section at the top with fields for Vendor ID, Vendor Name, City, State, Phone, and Status. Below this is a table of vendors with the following columns: Vendor ID, Vendor Name, Min Order, Free Shipping, Discount, Phone, City, State, and Status. The table contains 15 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.

The screenshot shows a list of vendors in a scrollable container. The vendor 'NATURES LAB' is highlighted. To the right of the list are four buttons: 'a. Move First' (up arrow), 'b. Move Up' (up arrow), 'c. Move Down' (down arrow), and 'd. Move Last' (down arrow). Below the list is a 'Save Changes' button.

- 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.

This screenshot is similar to the previous one, but the 'Save Changes' button is highlighted in yellow. A red arrow points to the 'Save Changes' button. The 'NATURES LAB' vendor remains highlighted in the list.

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/>

