

## Linking Unmanaged Vendors to Items

User Guide > Unmanaged Vendors & Items

*Please note: It is important to set up unmanaged vendors and items in the way we have outlined below to ensure that things like reports and orders function properly.* 

1. Starting on the OrderDog portal, navigate under "Inventory" and click "Inventory Items".



2. Search for the unmanaged item by using the filters.

i 5 ter: No	- Price Warnings	i 16 - Co	st Warnings	<b>2,989</b> - Out o	f Stock			
	Item ID	UPC 1	Y UPC 2 Y	UPC 3	Ţ	Brand <b>Y</b>	Description <b>T</b>	Size
	000056454024	000056454024	Show items with value	that:		Beauty Without Cruelty	Organic Aromatherapy Facial Cleanser 3% Alpha Hydroxy Complex	8.5
	000370000075	000370000075	Filter Cler	ar		Eco-Dent	Spicy Cool Cinnamon Daily Rinse	8
	000518400040	000518400040				Rainbow Research	Hair Henna Brown Medium	4
	000680000017	000680000017	,			Nesert Essence	100% Australian Tea Tree Oil	1

3. Once you have located the item, click the pencil icon next to it.

) 5	- Price Warnings	(i) 16 - Cos	st Wa	arnings	2,989 - Out of Stock				
r: Nor	ne								
r: Nor	ne I i i i i i i i i i i i i i i i i i i i	UPC 1	Ţ	UPC 2	UPC 3	Brand	Description	T	Size
r: Nor	aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa	UPC 1	T	UPC 2	UPC 3 <b>T</b>	Brand T Example Un-Managed	Description     Unmanaged Item	Ţ	Size

4. Click on the "Vendors" tab so we can link a vendor to this item record.

Item ID		<ol> <li>Item Info</li> </ol>			
Item ID 33333333 UPCs 33333333	3333 3333	Example Un-Managed Vendor Unmanaged Item Example General Merchandise Type: STANDARD	PENDING		
General Information Ad	vanced Vendors	Suggestions (0) Change History Inventory His	tory		
General Information Ad	Vendors	Suggestions (0) Change History Inventory His S Price Regular Price	<sup>tory</sup> \$15.99		
General Information Ad ET Taxes Texas EBT Eligible So Inventory	vanced Vendors	Suggestions (0) Change History Inventory His (3) Price Regular Price Minimum Price	s0.00		
General Information Act Constant State St	Vendors Vendors	Suggestions (0) Change History Inventory His S Price Regular Price Minimum Price S Discounts	so.00	+	

5. Click "Add Vendor" to add an unmanaged vendor to this item.

/endors																			+ Add V	'endor
Vendor	T I	JPC	T Item ID	Ţ	MSRP	Price	T Mi	n Qty	Y Max Q	y T	Multi	Case Pa	ck T	Divisor	Ţ	Status	Ţ	In Transit	Ţ	
	0	N	20 🔻															No it	ems to dis	splay

6. First, select your unmanaged vendor from the dropdown menu.



7. Fill out the rest of the information according to the vendor's recommendations, making sure that the UPC and Item ID are the same as when you first set up the item. The MSRP is the suggested price for the item, and the price is the wholesale cost for buying the item.

Add Vendor	6
	Cancel Changes
Vendor Name *	
Example Un-Managed Vendor	•
UPC *	
333333333333	
Item ID *	
33333333333	
MSRP	
\$15.99	
Price	
\$6.49	
Minimum Quantity	
Maximum Quantity	

**Best Practice:** Our suggestion is to make the MSRP and the price you are currently selling the item for the same to avoid unnecessary "Price Suggestions" for these items.

- 8. You don't have to fill out the rest as it will be automatically filled in with default values once you save your changes, but it is there to edit if you need to.
- 9. Press the save icon (floppy disc), and your unmanaged vendor will be added to the item.

Vendor	UPC T	Item ID 🛛 🝸	MSRP T	Price T	Min Qty 📍	Max Qty 📍	Multi <b>T</b>	Case Pack \Upsilon	Divisor <b>T</b>	Status <b>T</b>	In Transit 🔻	
Example Un-Managed Vendor	3333333333333	3333333333333	\$15.99	\$6.49	1	0	1		1	ACTIVE	0	Ī
H ( 1 ) H 20	•									Sh	nowing 1 to 1 of 1 e	ntries

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: <a href="mailto:support@orderdog.com">support@orderdog.com</a>

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>

