

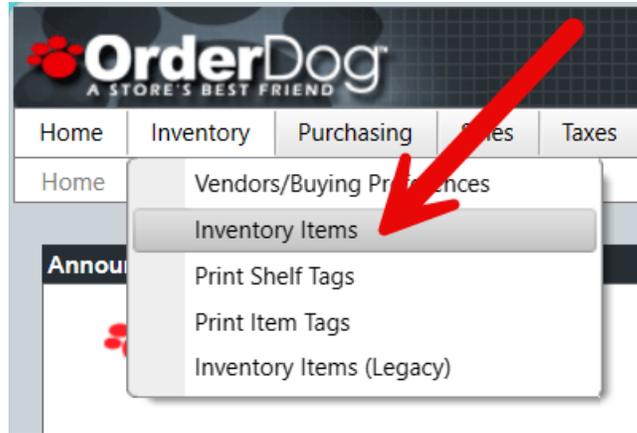


## **Editing Unmanaged Items (Portal)**

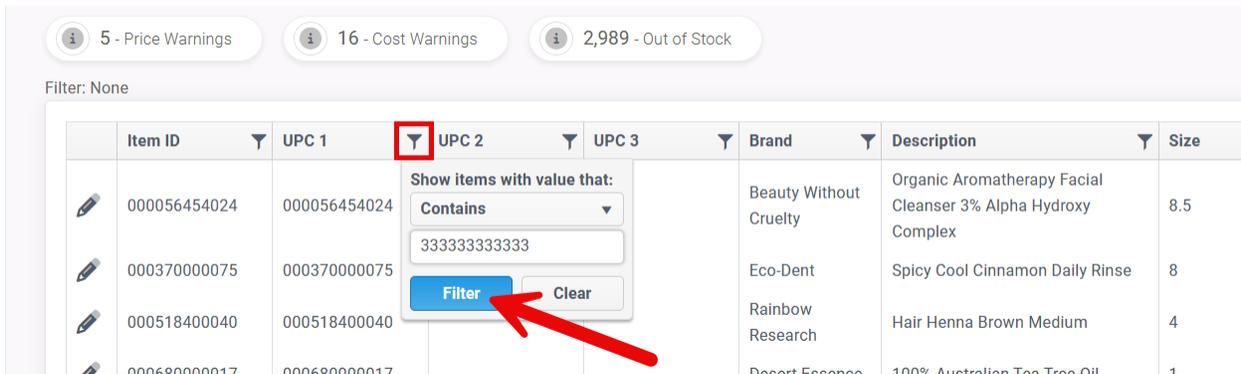
User Guide > Unmanaged Vendors & Items

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

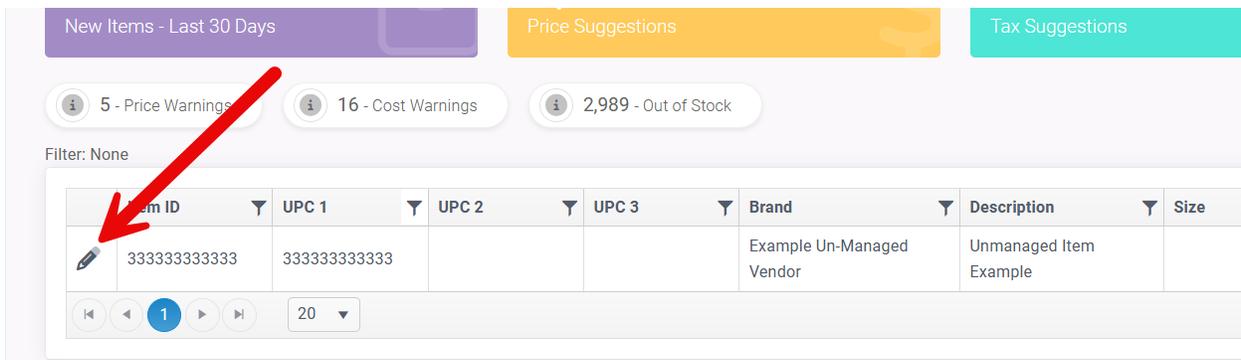
1. Starting on the OrderDog portal, navigate under “Inventory” and click “Inventory Items”.



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



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



4. From here, you can edit just about every detail of the unmanaged item, including the UPC, price, item description, and so on. Just hover over any of the purple headers and click on the pencil icon that appears next to it. Save your changes by pressing the save icon (floppy disc) in the pop-out menu when you're done.



Item ID 

Item Info

Item ID 333333333333  
UPCs 333333333333

Example Un-Managed Vendor  
**Unmanaged Item Example**

General Merchandise PENDING  
Type: STANDARD

General Information | Advanced | Vendors | Suggestions (0) | Change History | Inventory History

Taxes

Texas   
EBT Eligible

Price

Regular Price **\$15.99**

Minimum Price \$0.00

Inventory

On-Hand 0

Discounts 

**Best Practice:** When updating the price for an item, make sure to update the vendor prices as well to avoid generating unnecessary price changes later.

5. To update the vendor prices, navigate to the "Vendors" tab and press "Add Vendor".

General Information | Advanced | **Vendors** | Suggestions (0) | Change History | Inventory History

Taxes

Texas   
EBT Eligible

Price

Regular Price **\$10.99**

General Information | Advanced | **Vendors** | Suggestions (0) | Change History | Inventory History

Vendors 

Vendor	UPC	Item ID	MSRP	Price	Min Qty	Max Qty	Multi	Case Pack	Divisor	Status	In Transit	
Example Un-Managed Vendor	333333333333	333333333333	\$17.99	\$15.99	1	0	1		1	ACTIVE	0	

Showing 1 to 1 of 1 entries

6. Enter the same information that the vendor entry had before, but this time update the MSRP to be the new price you are selling the item for. Press the save icon when you're done.

for  
Example

PENDING

ry    Order History    Inventory History

Price	Min Qty	Max Qty	Multi	Case Pack	Divisor
\$6.49	1	0	1		1

**Add Vendor**

[Cancel Changes](#)

Vendor Name \*  
Example Un-Managed Vendor

UPC \*  
333333333333

Item ID \*  
333333333333

**MSRP**  
\$10.99

Price  
\$0.00

Minimum Quantity

7. As long as you didn't change the Item ID or the UPC, then the old vendor entry should be replaced with the new entry with its updated prices.

Vendors + Add Vendor

Vendor	UPC	Item ID	MSRP	Price	Min Qty	Max Qty	Multi	Case Pack	Divisor	Status	In Transit
Example Un-Managed Vendor	333333333333	333333333333	\$10.99	\$6.49	1	0	1		1	ACTIVE	0

Showing 1 to 1 of 1 entries

**Success**  
The vendor was added successfully.

**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](mailto: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/>

