Assigning a Preferred Vendor to a Line Item Code

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This guide explains how to assign a specific vendor to a Line Item Code. It is intended for general users.

To streamline purchasing, you can specify a preferred vendor for each <u>line item code</u> (https://aace6.knowledgeowl.com/help/overview-of-line-item-codes) (LIC).

Note: If a PO does *not* already have a vendor specified, aACE will check each LIC that you add for a preferred vendor. The first preferred vendor will be entered automatically in the PO's Vendor field.

- 1. Navigate from Main Menu > Inventory > Line Item Codes.
- 2. Use the <u>Quick Search (https://aace6.knowledgeowl.com/help/using-the-quick-search-bar)</u> bar to locate the desired LIC.
- 3. At the LIC record detail view, click the Vendors tab, then click Edit.
- 4. Click the Search icon (**Q**) to display the Companies Selector.
- 5. From the Companies Selector, locate the desired vendor in the Companies list and click it.

Note: This moves it to the "Selected Companies" list.

VENDOR	Company Name	Abbr	Contact	City		State / Prov	Postal Code	Phor	ne	Sales Rep	Acct Mgr	Status ACTIVE	Q
Companies								/	Selected Co	mpanies			
+ Name			Abbr		City		Status	·	Name			s	tatus
aACEsoft			aACE		New York		•		Annamac Me	adows Publ	lishing		•
Accelerated	d Growth Marketing		AGM		Blue Mound		•		Macmillan M	acbeth-Corr	idor		•
American E	xpress		AMEX		New York		•		Pewter Ande	rson Publist	hing /		
Andrew & S	Son Windows & Doors		AWD		Bayport		•	\mathbf{i}	Textbook En	nporium			•
Aperture Te	echnologies		50035		New York		•						
Art Supplie	s, Inc.		ARTSL	IP	Detroit		•						
Blue Water	Fountain Manufacturing, Ltd.		BLUE		Spring		•						
China Brus	hworks International		CB-I		Wan Chai		•						
Deluxe Win	dows & Solar		DWS		Severn		•						
Electric Util	ity Co		50043		New York		•						
FedEx			50028		Pittsburgh								
Global Star	dard		AMST		Asbury Park	c .	•						
Hewlett Pa	ckard		HP		Columbus		•						
Home Rend	Store		HRS		Atlanta		•						
Industrial S	Supply Inc		ISI		Saint Louis		•						
John Pears	on Electrical		JPE		Houston		•						
LearnWrigh	it Inc.		50003		Sea Bay		•						
LowPrice H	ome Improvement		LPHI		Matthews		•						
	e & Repair Supplier		MRS		Lake Forest		• •						×
Displaying 35 of	35 found						Select All >>		« Remove A				

6. Click Save.

7. At the LIC record Vendors tab again, mark the **Preferred** flag for the vendor. Note: When you assign vendors to an LIC, you can also enter vendor-specific product information (e.g. codes, descriptions, unit costs, lead times, etc).

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> 50281 12/	281 12/17/2021 Inventory Replenishment			Textbook Emporium			J'Apprends: I Learn French 3rd Edition				97	29.99	2,909.03		~			

8. Click Save.