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.

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VENDOR	Company Name	Abbr	Contact	City	State / Prov	Postal Code	Phone	Sales Rep	Acct Mgr	Status ACTIVE	٩
Companies							Sele	cted Companies	$\overline{}$		
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Aperture Techr	nologies		50035	New York							
Art Supplies, Ir	IC.		ARTSU	Detroit							
Blue Water Fou	untain Manufacturing, Ltd.		BLUE	Spring							
China Brushwo	rks International		CB-I	Wan Chai							
Deluxe Window	vs & Solar		DWS	Severn							
Electric Utility (Co		50043	New York							
FedEx			50028	Pittsburgh							
Global Standar	d		AMST	Asbury Pa	'k	•					
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						Select All >>	«)	Remove All	a	incel 💽	Save
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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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8. Click Save.