

# Assigning a Preferred Vendor to a Line Item Code

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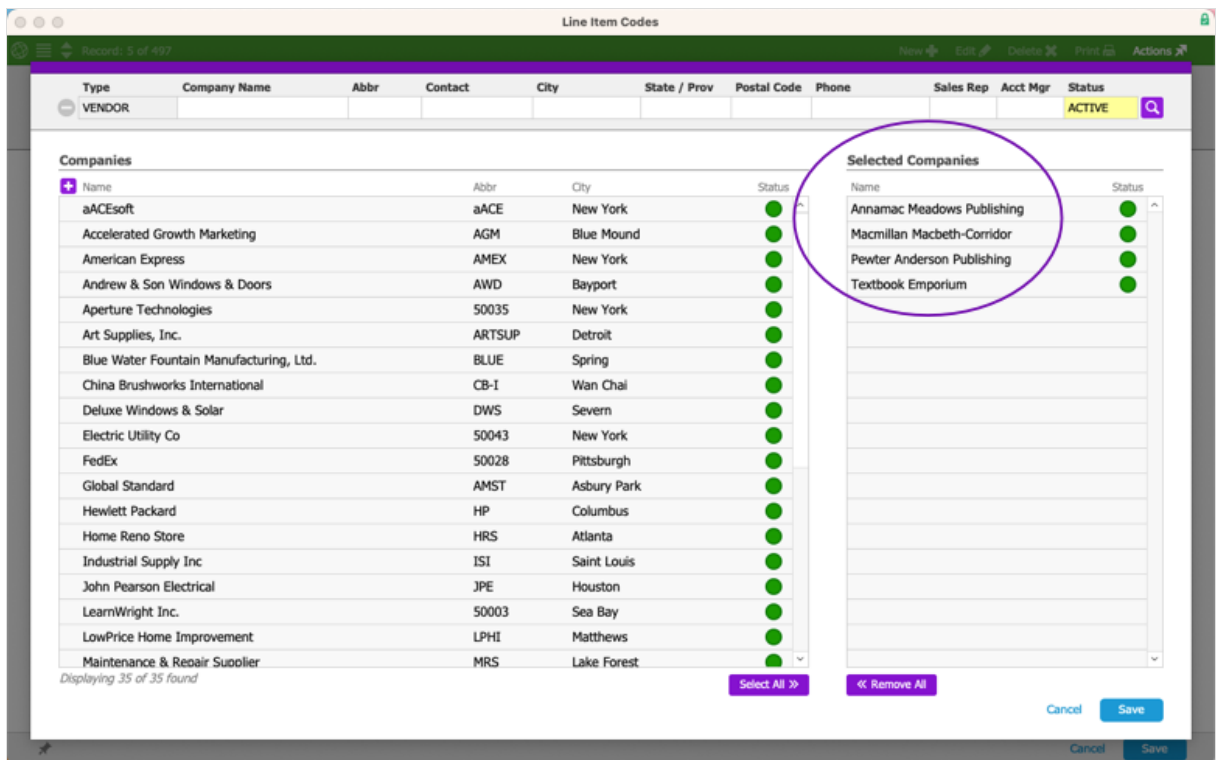
This guide explains how to assign a specific vendor to a Line Item Code. It is intended for general users.

To streamline purchasing, you can specify a preferred vendor for each [line item code](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 **Quick Search** (<https://aace6.knowledgeowl.com/help/using-the-quick-search-bar>) 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 (🔍) 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.



6. Click **Save**.

- 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).

The screenshot shows the 'Line Item Codes' window for item 'TB-FRNCH3'. The 'Vendors' tab is active, displaying a list of vendors. The 'Preferred' checkbox for 'Textbook Emporium (50012)' is checked and circled in green. Below the vendor list is a 'Purchase Order Items' table with columns for PO, Date, Type, Vendor, Description, Qty, Unit Cost, Total, and Status.

| Vendor                               | Preferred                           | Product Code    | Description                               | MOQ | Unit Cost | VDS | Lead Time |
|--------------------------------------|-------------------------------------|-----------------|---|-----|-----------|-----|-----------|
| > Annamac Meadows Publishing (AMP)   | <input type="checkbox"/>            | EdTxt-Fr-001-03 |   |     | 29.99     | ✓   | 10        |
| > Macmillan Macbeth-Corridor (50033) | <input type="checkbox"/>            |                 |   |     | 29.99     | ✓   | 7         |
| > Pewter Anderson Publishing (50004) | <input type="checkbox"/>            | FRLVL30001      |   |     | 49.99     | ✓   | 14        |
| > Textbook Emporium (50012)          | <input checked="" type="checkbox"/> | Lang-Fr-Japp3   | French - J'Apprends: I Learn, 3rd Edition |     | 29.99     | ✓   | 4         |

| PO      | Date       | Type                    | Vendor            | Description                               | Qty | Unit Cost | Total     | Status |
|---------|------------|-------------------------|-------------------|---|-----|-----------|-----------|--------|
| > 60002 | 05/01/2023 | Inventory Replenishment | Textbook Emporium | French - J'Apprends: I Learn, 3rd Edition | 5   | 29.99     | 149.95    | ●      |
| > 50389 | 07/22/2022 | Inventory Replenishment | Textbook Emporium | J'Apprends: I Learn French 3rd Edition    | 345 | 29.99     | 10,346.55 | ○      |
| > 50334 | 04/14/2022 | Inventory Replenishment | Textbook Emporium | J'Apprends: I Learn French 3rd Edition    | 90  | 29.99     | 2,699.10  | ○      |
| > 50281 | 12/17/2021 | Inventory Replenishment | Textbook Emporium | J'Apprends: I Learn French 3rd Edition    | 97  | 29.99     | 2,909.03  | ○      |

- Click **Save**.