




Edit a Vendor Item

Background: Through time, items we receive from a Vendor change. Edit Vendor Items lets you easily change details related to a Vendor item including links to General Item(s).

To Do and Notice:

1. Navigate to **Data Setup** and select  **Vendor Item Maintenance**.
2. Select **Edit Vendor Items**.
3. Enter the name of the Vendor Item in the **Name** box.
4. Select the **Vendor Name** from the drop-down list or leave it at the default **[Any]** to search all vendors.
5. Click **Go**.
6. Click the checkbox in front of the item you wish to select

Notice: The black chain icon, found on the right-hand side of the list, indicates that the item is linked to a General Item.

7. Click **Done**.

8. Change information on tabs as needed.

Notice: At the top of the screen, you will find a button to **Copy** and a button to **Delete**.

Please see **Vendor Items: Key Terms** for a description of the fields on each tab.

So What? Editing a Vendor Item allows you to keep current information on the items you purchase.