



Print Vendor Item Reports

Background: Vendor Item Reports are used for order planning and Vendor Item details.

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(s) that you want to include in the report.
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. Click on the drop-down arrow at the top right-hand side of the screen, next to **Select a Report**.
9. Click on the name of the report you wish to run:
Notice: *Only used in advanced Vendor Nutrition Implementation. See your Implementation Representative for additional details.
 - Vendor Item Report
 - *Item Nutrition
 - *Vendor Item Nutrition List
 - *Vendor Item Nutrition Label
10. Your report(s) will appear.
11. To print, click on the printer icon.
12. Ensure the correct printer is selected.
13. Click **Print**.

So What? By exploring options for reporting, you can determine which reports work best for your operation.