



Purchasing Settings: Vendors

Background: Ensure that you have completed Production set up in the system prior to beginning work in Purchasing. The Vendors Purchasing Settings can be utilized to manage when orders should be placed and delivered.

To Do and Notice:

1. Navigate to **Data Setup** and select **Settings**.
2. Navigate to **Purchasing** and select **Vendors**.

Add a Vendor

Notice: Only applicable to Non-US Foods Vendors.

1. Click on the **Add** button.
2. Complete the following fields: **Notice:** Other fields are not applicable to US Foods customers
 - Vendor Demographics (Vendor Name, Address, Phone Number, etc.)
 - **Delivery Lead Days** – how many days of lead time this vendor typically requires from the time they receive an order before they make the delivery
 - **Delivers on** – check the box for the day of the week that this vendor delivers
 - **Order Lead Days** – fill in the lead days for the delivery day checked
 - **Add** (lower half of the screen) – allows you to define delivery details by unit
 - a. Select the unit from the drop-down list
 - b. Specify the delivery details for that unit
3. Click on the **Done** button found in the upper right-hand corner.

Delete a Vendor

Notice: Only applicable to Non-US Foods Vendors.

1. Click on the checkbox in front of the name of the Vendor you wish to delete.
2. Click **Delete Checked**.

Edit a Vendor

Notice: Applicable to both US Foods and Non-US Foods Vendors.

1. To edit an existing Vendor, click on the name of the Vendor in the list.
2. Edit fields as need:
 - **Is Suspended** – If checked, the system does not order from Vendor
 - **Delivery Lead Days** – how many days of lead time this vendor typically requires from the time they receive an order before they make the delivery
 - **Delivers On** – check the box for the day of the week that the vendor delivers
 - **Order Lead Days** – fill in the lead days for the delivery day checked
 - **Add/Edit** – delivery details by unit (lower half of the screen)
3. Click on the **Done** button found in the upper right-hand corner.

So What? Vendors Purchasing Settings can be maintained in order to accurately reflect order and delivery times.
