

# How to use Vendor Master to manage SKU info and search in datasheets and orders

932 | 932 | 932: Wed, Dec 29, 2021 5:54 PM

How to use Vendor Master to manage SKU info

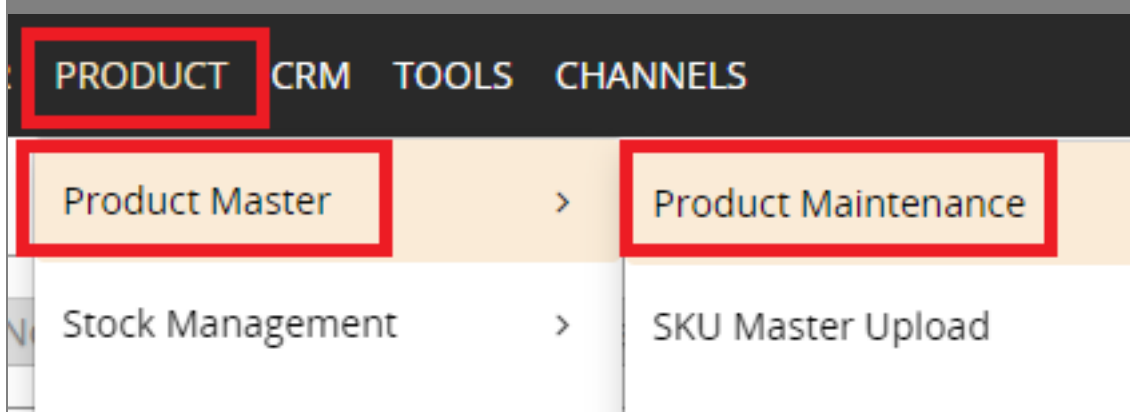
and search in datasheets and orders

1. [Input vendor information in SKU master](#)
2. [Search by SKU vendor in datasheets & orders](#)

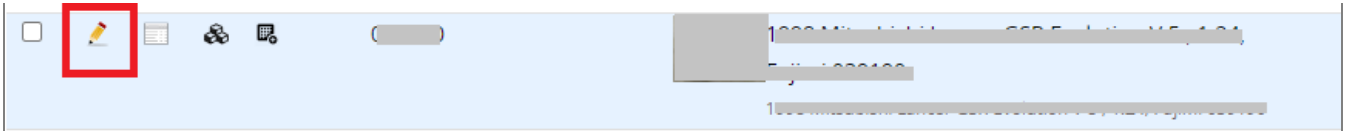
1. Input vendor information in SKU master

1) **Direct input in SKU master**

Go to PRODUCT > Product Master > Product Maintenance



Click on the pencil button on the SKU that you want to edit



When you are in editing mode, got to "Stock-In" section to input or select Vendor

You can input a new vendor name in the input box

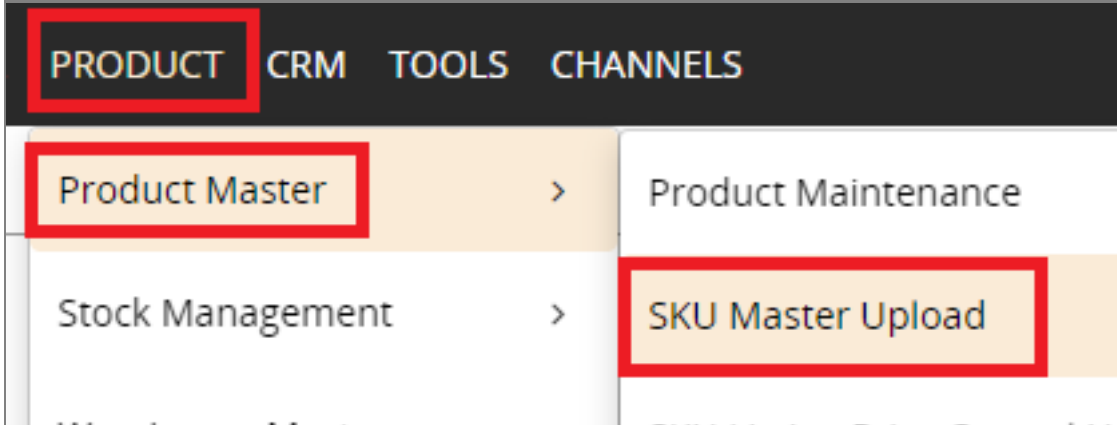
Or you can click on the input box and select an existing vendor from suggested vendor list.

Click <Save> to save vendor information

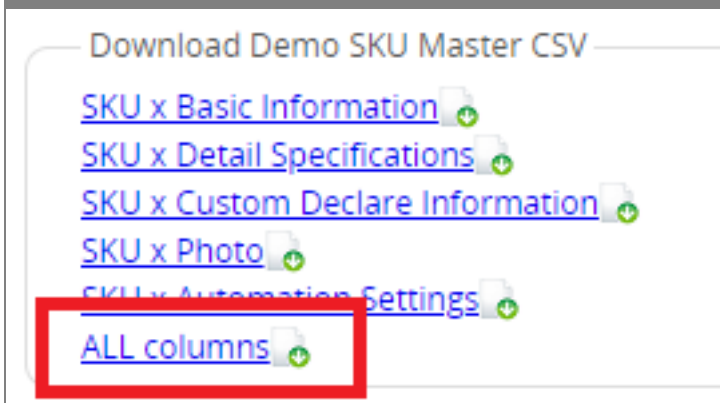
(If you have input Vendor names prior to 2021-12-29, they are not considered existing vendor names, you can click pencil button to edit and save, after that the vendor name will be saved in the vendor list)

## 2) Use excel to bulk upload SKU vendor info

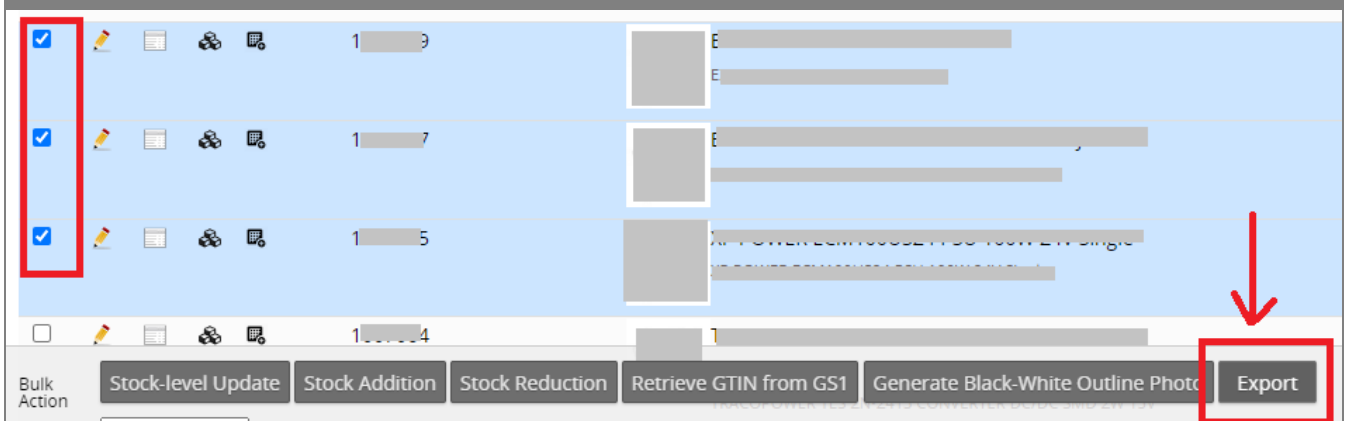
Go to PRODUCT > Product Master > SKU Master Upload



You can use the excel sample and input your own vendor information, please choose "All Columns" to download



Or you can go to PRODUCT > Product Master > Product Maintenance, check the SKUs that you want to bulk edit, then click <Export> in the bulk action buttons



Choose "SKU Master" for export column profile, then export

## Bulk Export Options

Please select an export profile:

SKU Master



MS Excel 97/2000/XP (\*.xls)

Export

Cancel

Then please open the downloaded excel for data sample or your SKUs, input vendor names in the "item\_vendor" column.

	A	B	C	D	E	F
1	item_moc	item_inte	item_nam	item_nam	item_pho	item_vendor
2	SKU	Internal B	Internal P	External P	Inventory	Vendor
3	SKU001		my title	my title	http://i.e	Vendor001
4						

Then go back to PRODUCT > Product Master > SKU Master Upload to upload your excel and wait for the system to process data.

2. Search by SKU vendor in datasheets & orders

### 1) Search by SKU vendor in datasheets

Go to Sell > Local Datasheets > Datasheet Maintenance

In the search bar, go to search filter "SKU vendor"

SKU Vendor

Input an existing vendor name and search.

### 2) Search by SKU vendor in order master (ShipEazy)

Go to Order > Sales Orders > All Orders

In the search bar, go to search filter "SKU vendor"

SKU Vendor:

Input and existing vendor name and search.

\*\*\*Fin\*\*\*

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??URL: <https://www.soldeazy.com/support/article.php?id=932>