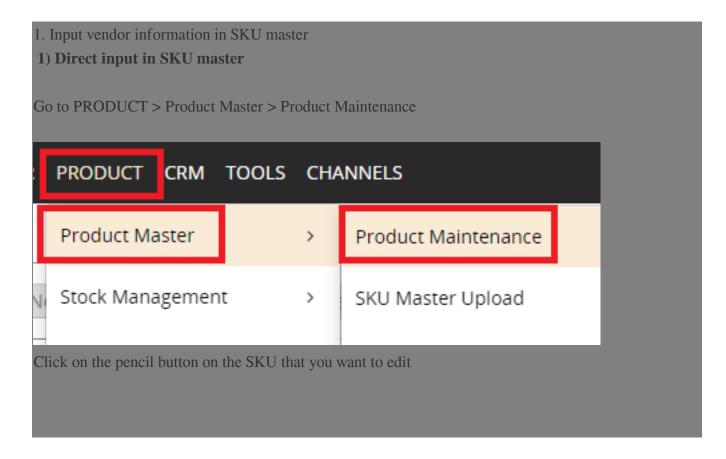
How to use Vendor Master to manage SKU info and search in datasheets and orders

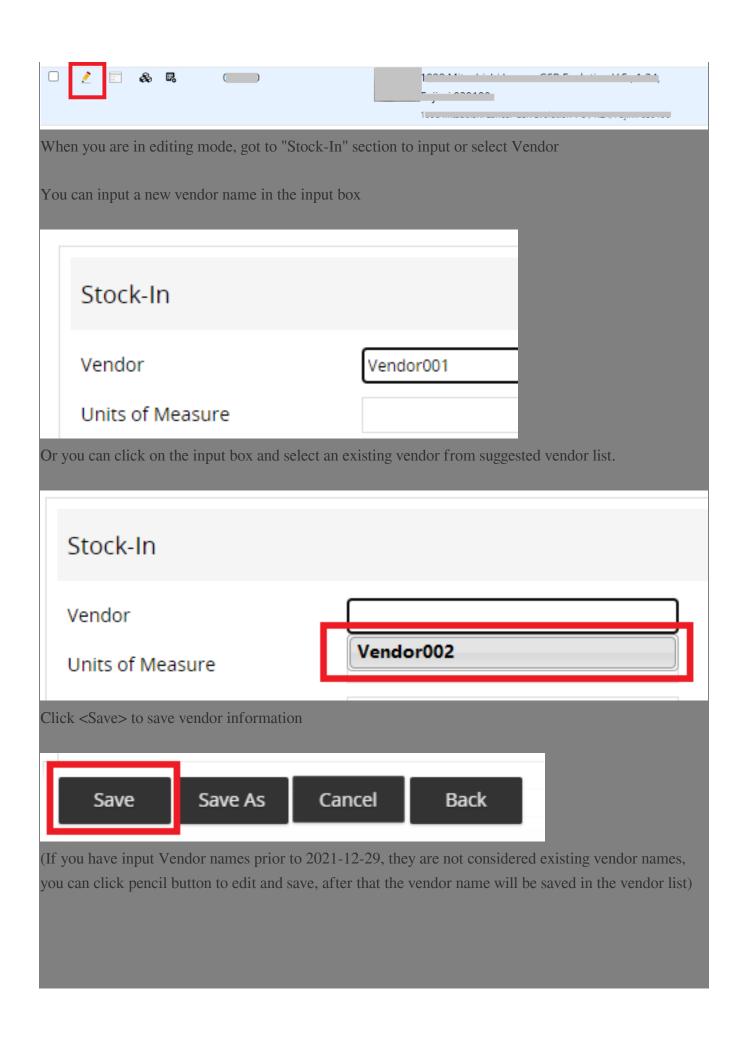
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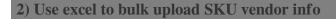
How to use Vendor Master to manage SKU info

and search in datasheets and orders

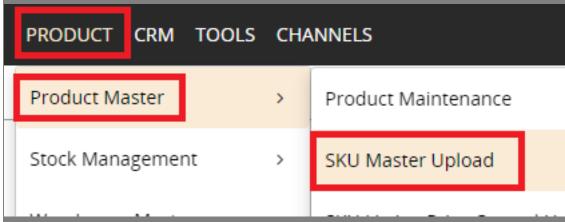
- 1. Input vendor information in SKU master
- 2. Search by SKU vendor in datasheets & orders







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

```
Download Demo SKU Master CSV

SKU x Basic Information
SKU x Detail Specifications
SKU x Custom Declare Information
SKU x Photo
SKU x Photo
SKU x Automation Settings
ALL columns
```

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

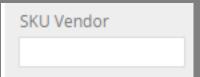


Choose "SKU Master" for export column profile, then export

	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.								
- 4	Α	В	С	D	E	F		
1			_	_	_	item_vendor		
2	SKU			External P		_		
3	SKU001		my title	my title		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								
	· ·			ers				
1) Se	1) Search by SKU vendor in datasheets							

Go to Sell > Local Datasheets > Datasheet Maintenance

In the search bar, go to search filter "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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QQURL: https://www.soldeazy.com/support/article.php?id=932