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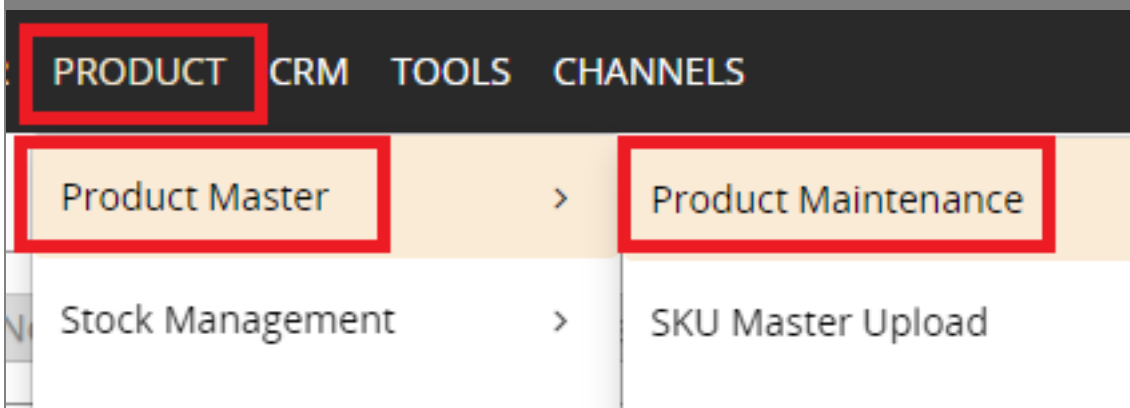
How to use Vendor Master to manage SKU info

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)
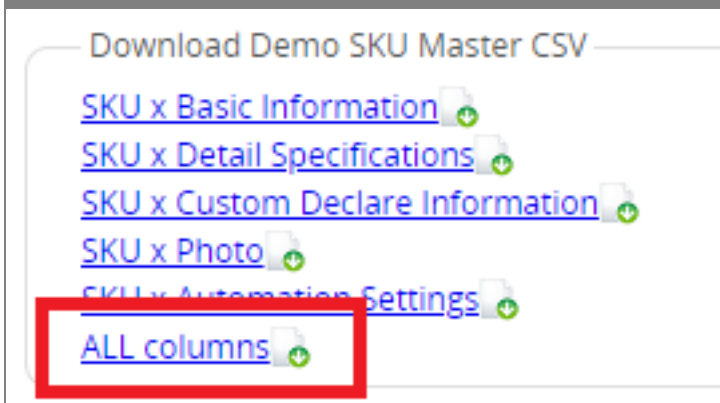
2) Use excel to bulk upload SKU vendor info
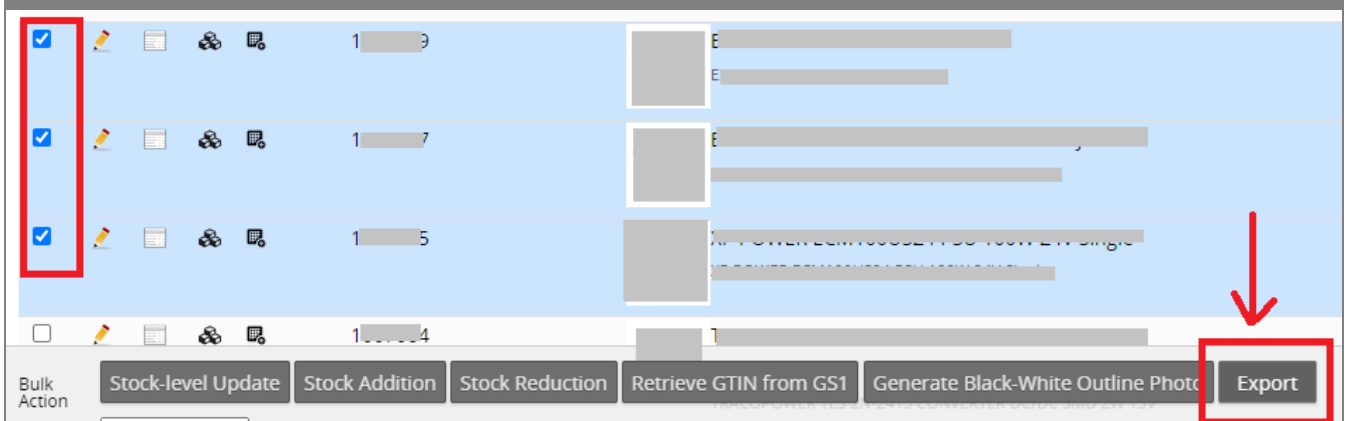
Go to PRODUCT > Product Master > SKU Master Upload
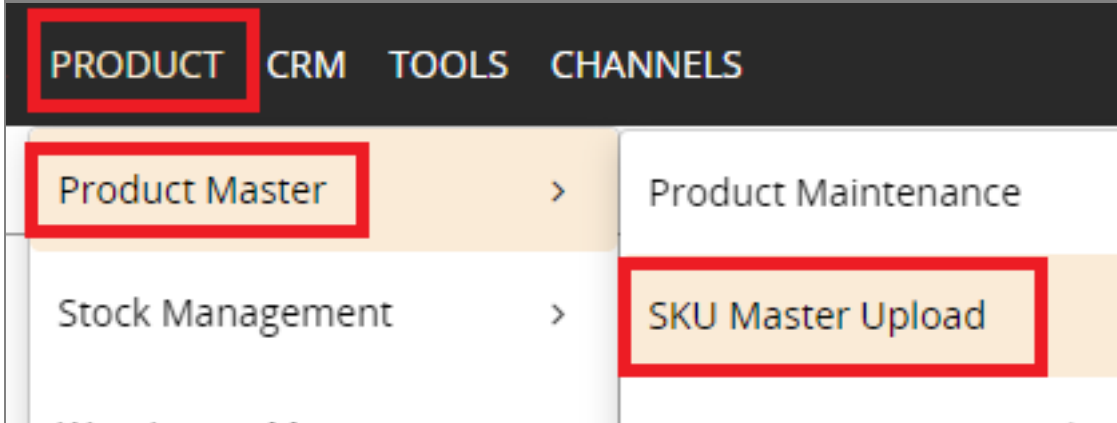
You can use the excel sample and input your own vendor information, please choose "All Columns" to download

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**	i
2	SKU	Internal B	Internal P	External P	Inventory	**Vendor**	
3	SKU001		my title	my title	http://i.el	**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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