

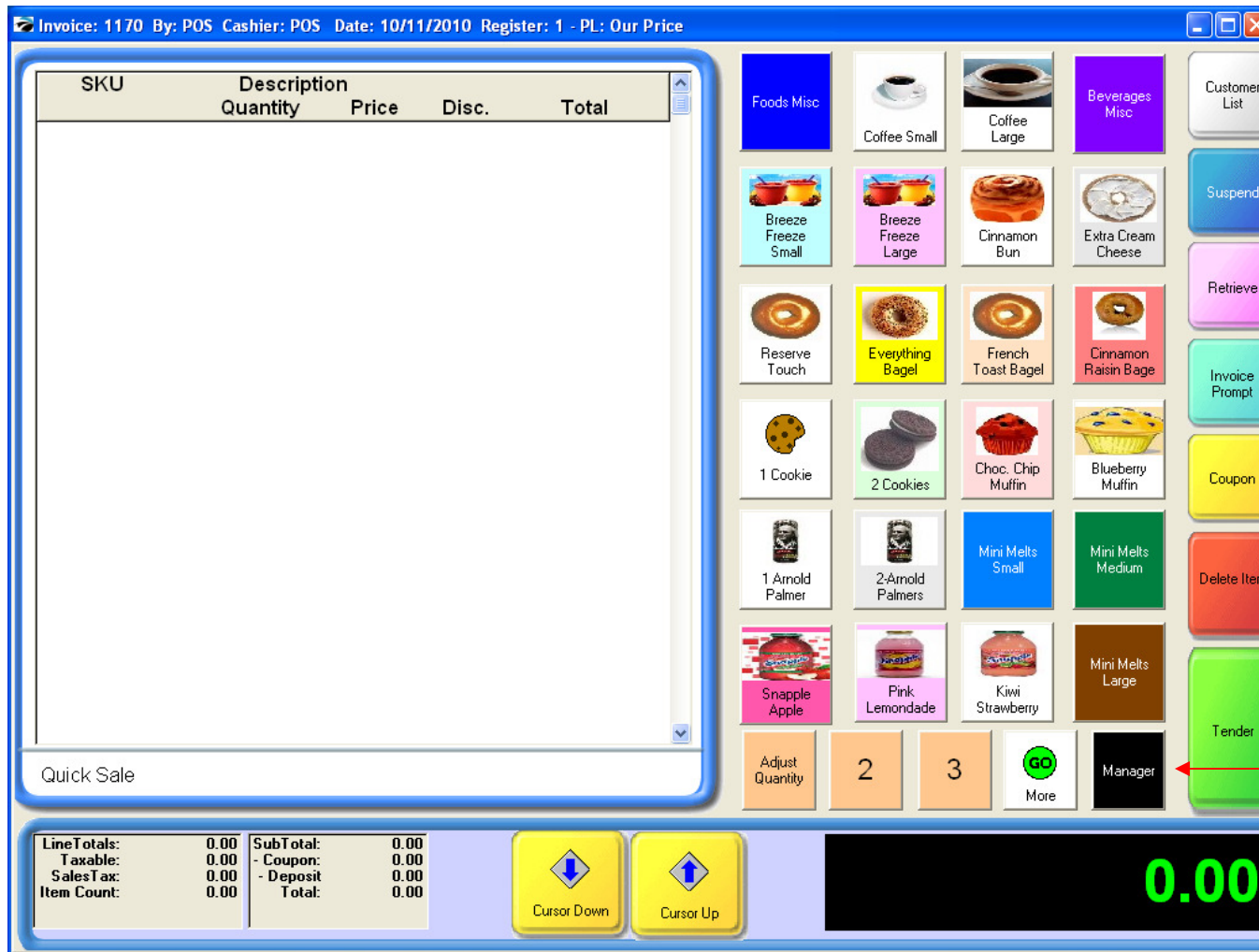


To Add or edit Vendors, you must go to **Manager Mode**.

1. Select **Show More Options Button** (F2)
2. Select **Manager Mode Button** (F9)

(NOTE: Only Teachers & Managers will have access to Manager Mode)

Vendors



IN TOUCH SCREEN SALES MODE:

To add or edit Vendors, you must go to Manager Mode.

1. Touch Manager Button

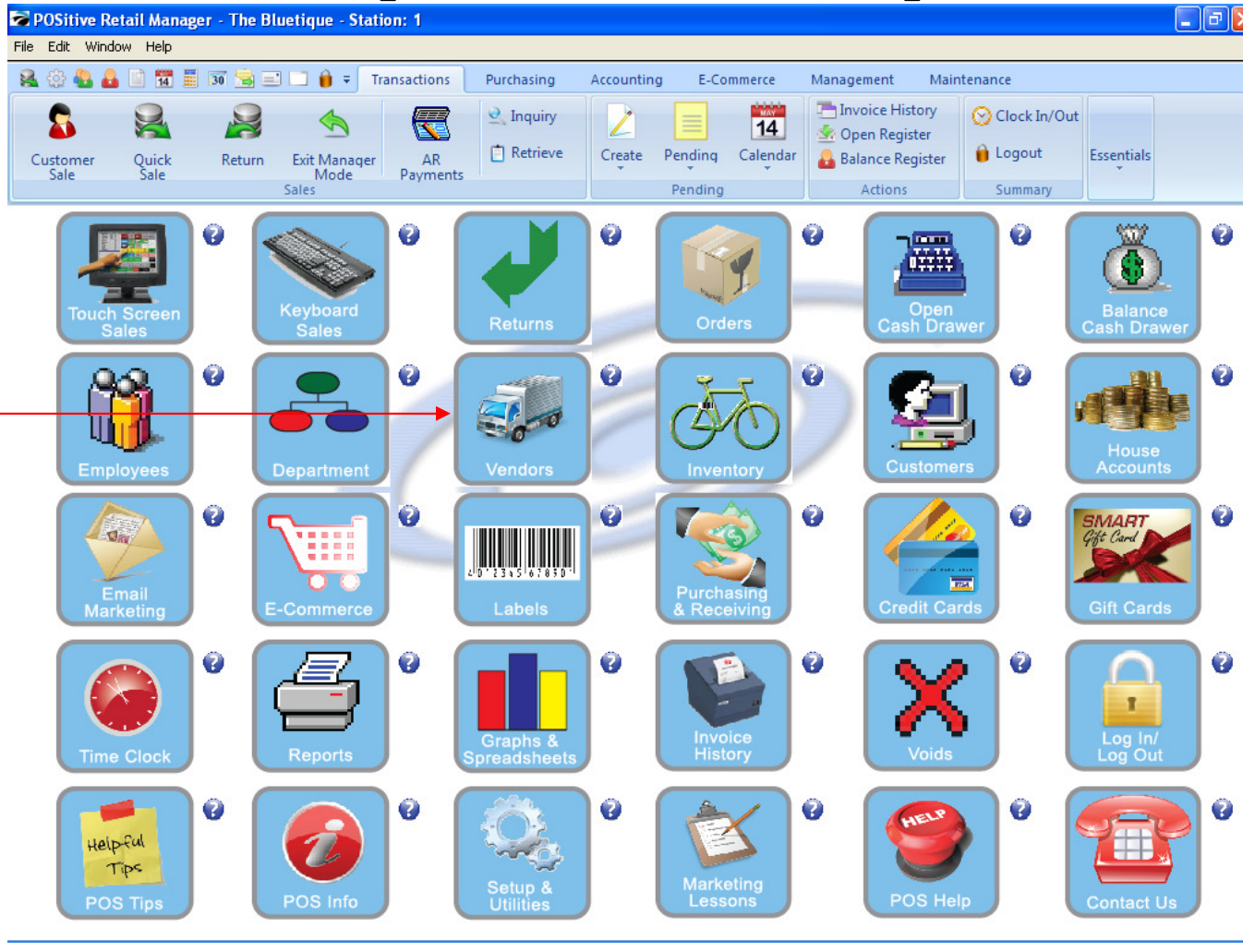


1. Touch Manager Mode

(NOTE: Only Teachers & Managers will have access to Manager Mode)

Manager Mode (Vendors)

4

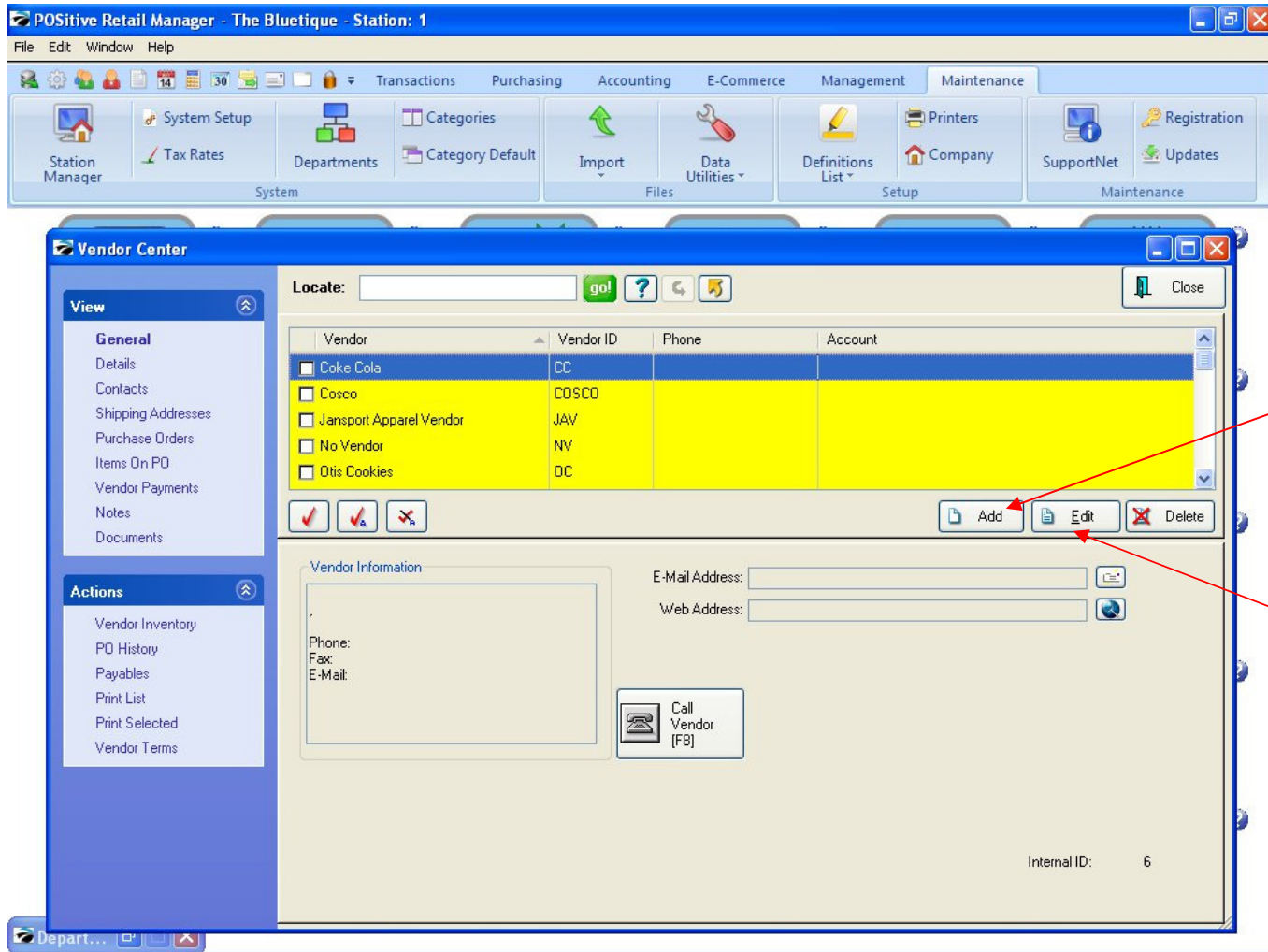


IN MANAGER MODE:

To Add, Edit or Delete Vendors

1. Select or Touch Vendor Button

Vendors



VENDOR LIST

1. Click Add to add new vendor
2. To Edit a previously enter vendor, highlight the vendor and click Edit

Vendors

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Transactions Purchasing Accounting E-Commerce Management Maintenance

System Setup Tax Rates Departments Categories Category Default Import Data Utilities Definitions List Company SupportNet Registration Updates

Vendor Center

View

- Details
- Contacts
- Shipping Addresses
- Notes
- Documents

Actions

- Save
- Cancel

Locate: go! ?

Vendor	Vendor ID	Phone	Account
<input type="checkbox"/> Coke Cola	CC		
<input type="checkbox"/> Cosco	COSCO		
<input type="checkbox"/> Jansport Apparel Vendor	JAV		
<input type="checkbox"/> No Vendor	NV		
<input type="checkbox"/> Otis Cookies	OC		

Save Cancel

Vendor Name: Vendor ID:

Account #: Tax Number:

Contact Info

Address:

Phone:

Fax Number:

E-Mail Address:

WWW Address:

Credit Information

Terms: Credit Limit:

Options

Vendor SKU = Your SKU ☒

Return Days For Stock:

Default Shipping ID:

AutoSKU Definition:

Current AutoSKU Number:

Tax Included In Costs For Purchase Orders ☐

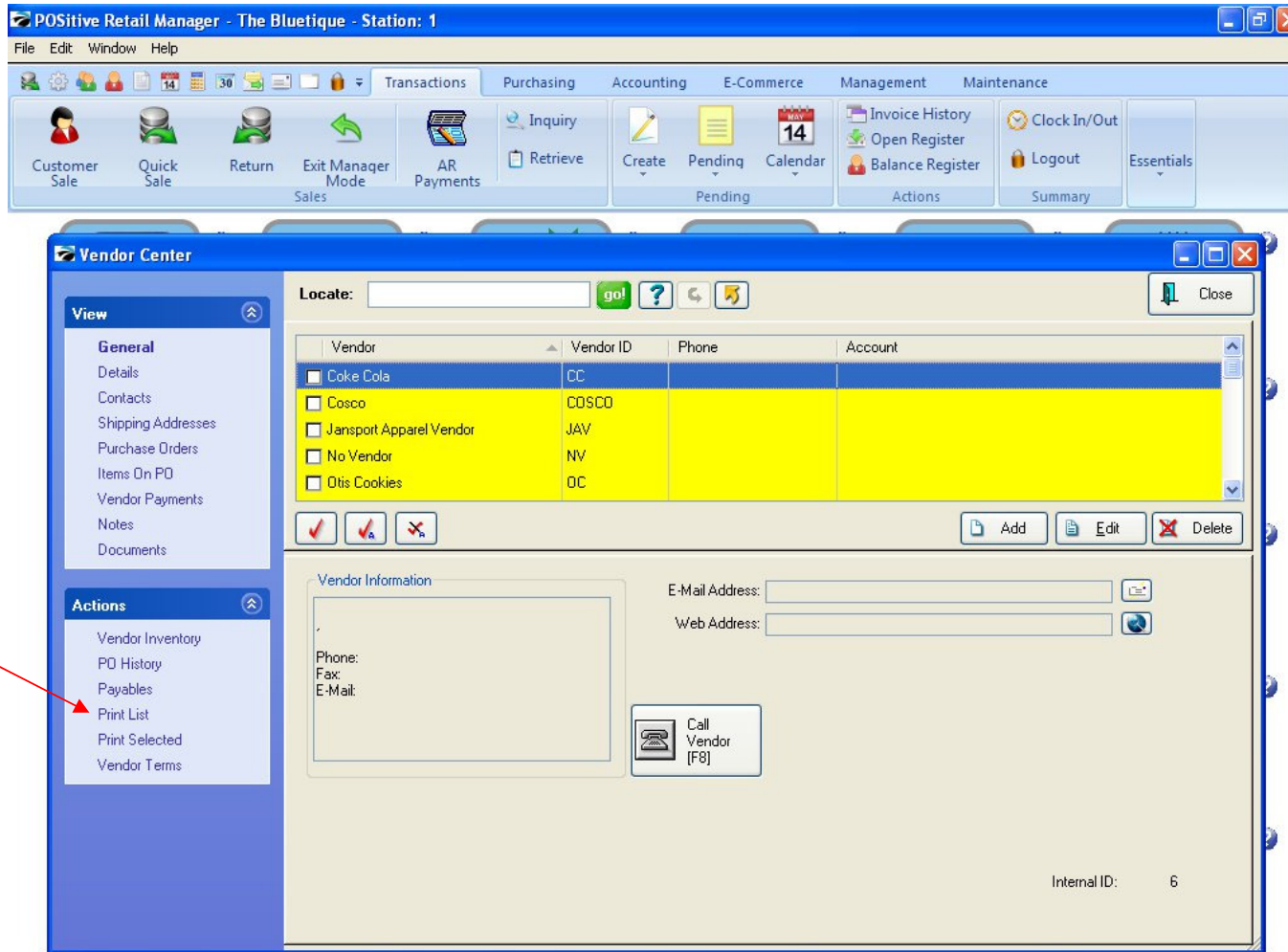
Vendors

VENDOR LIST:

Insert the following fields (other details can be entered at a later date)

1. Vendor ID, 3-4 letters of vendor name
2. Vendor's Full Name
3. Terms, Click the button and select either: COD or 30-days.
4. Vendor Sku=Your Sku, (Check the box)
5. Default Shipping ID =TRUCK (Click button to select)

Vendors



PRINT VENDOR LIST:

In Vendor Manager:

1. Select Print & Chose Print List
2. You may Preview or Print your Vendor List

Vendors

Report Preview

File

Page: 1 of 1 Step: 20

Pages To Print: Search: Copies: 1

Page	Size
✓ 1	12,454

List Of Vendors

ID	Vendor Name	Address	Phone	Fax
CC	Coke Cola			
COSCO	Cosco			
JAV	Jansport Apparel Vendor			
NV	No Vendor			
OC	Otis Cookies			
PC	Pepsi Cola			
SC	Sams Club			
SSP	School Supply Vendor			

Zoom: 100% 1 pages, 12.2Kb



VENDOR LIST & Report

(NOTE: Look for any mistakes on report.)

1. Be sure to add other fields later (address, phone....)