

Vendor Data Worksheet

Data entry is strongly recommended, or required by the system, for the fields displayed in **bold** type.

Edit Vendor Master Page 1 screen

Vendor Number (6,a) _____

Our Customer No. (10,n) _____

Name (35,a) _____

Address 1 (30,a) _____

Address 2 (30,a) _____

Address 3 (30,a) _____

City (25,a) _____ State (2,a) _____ Zip (5-9,n) _____ Country (3,a) _____

INT Dialing (3,n) _____ Area/Phone (10,n) _____ Fax (10,n) _____ Data (10,n) _____

Pay To Vendor (6,a) _____

Associate Vendor (6,a) _____

Buyer No (6,n) _____

Order Cycle (3,n) _____

Terms Code (3,a) _____

Avg. Lead Time (4.1,n) _____

Minimum Qty Unit (1,n) _____

Minimum Qty Value (7,n) _____

Minimum Narrative (30,a) _____

Edit Vendor Master Page 2 screen

Federal Id (15,a) _____ Vendor Type (1,a) _____ Order Day (1,a) _____ EDI Orders (Y/N) _____

Vendor Group (3,a) _____

Contact 1 (25,a) _____ Phone # (10,n) _____

Contact 2 (25,a) _____ Phone # (10,n) _____

Bracket Discount Unit (1,n) _____ Bracket Discount Value (7,n) _____

Backorder Code (Y/N) _____ Back Haul Status (Y/N) _____ Rate (5.2,n) _____

Freight Terms (1,a) _____

Memo Line (70,a) _____

Dis-allow Posting To DAMAGE? (Y/N) _____