

DAC

User Guide

Vendors

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Working With Vendors

The Work With Vendors application is used to create the DAC Master File records which contain vendor data related to purchasing. Refer to the Purchasing document for additional information.

If manufacturer reporting is done, and an item is not purchased from the manufacturer:

- Vendor master file records must be added for both the manufacturer and the purchasing vendor.
- The vendor code of the manufacturer's vendor record is entered for the **Vendor** field when adding item records.
- The vendor code of the purchasing vendor is entered for the **Primary Vendor** field when editing item movement. Refer to Editing Item Movement of the Purchasing document for additional information.

If different vendors are designated as the manufacturer vendor in the item record and the primary (purchasing) vendor as described above, the vendor code of the primary vendor will appear with **ALT-V* to the right of the **Mfg. List** field in the item's record.

Refer to following for additional information related to vendors:

- Working With Vendor Spoils of the Purchasing document.
- Working With Vendor Returns of the Warehousing document.
- Retail Shelf Labels document for information about printing labels for the items of a designated vendor.
- Accounts Payable document for information about using vendor data with the DAC Accounts Payable System.

Refer to the following sections of the Item File Maintenance document for additional information related to vendors:

- Entering Alternate Vendor Information.
- Working With Price Maintenance.
- Printing Best And Worst Selling Items By Vendor Year-To-Date.
- Printing A Vendor Weekly Movement Report.

Adding Vendor Records

The step-by-step instructions below describe how to enter vendor records. After the vendor records are created, they must be linked to item records before the Purchasing system is used to create purchase orders. The value of the **Vendor Number** field of vendor records is entered for the **Vendor** field of the item records. Refer to Adding Item Records and Entering Alternate Vendor Information of the Item File Maintenance document for additional information.

After all the necessary vendor data is entered, it can be globally copied for use by the Accounts Payable System. Refer to Working With Vendor Records of the Accounts Payable document for information about using the Refresh Vendors From Dac application.

The Refresh Vendors From Dac application can only be used *one time*. As new vendor data is added after “going live,” the Vendor Maintenance and Vendor Maintenance Details screens of the Accounts Payable System must be used to add vendor records for use by the A/P System. Note: If necessary, CDR support personnel can include a function with the End Of Day (EOD) processing application which creates new A/P vendor records by copying only the vendor records added since EOD was last executed.

1. Select option 5 (Purchasing System) from the Main Operations Menu screen. The Purchasing screen appears.

```
User: JEANNINE           Menu: PUCV1           Date: 11/21/12
=====
=====> P U R C H A S I N G <=====
=====
||||||| 1. Work With Purchase Orders      12. Import Costs
THE  || 2. Work With Vendors
DAC  || 3. Work With Items
SYSTEM || 4. Work With Buyer Control File
||||||| 5. Work With Buying Allowances
6. Work With Dock Receiving
7. Work With A/P Transfers
8. Work With RF Receiving
9. Work With Buyer Messages
10. Vendor Receivables
11. Work With Vendor Groups
      M E N U   C A L L S
19. Truck Scheduling    20. A/P Menu           21. Purchasing Reports
22. Inventory Menu     23. Dac Main Menu    90. Sign Off
=====
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====>
```

2. Select option 2 (Work With Vendors) from the Purchasing screen. The Work With Vendors screen appears with the *No data to display* message if no vendor records were previously added.
3. Press <F10> (Add). The Edit Vendor Master KEY SCREEN screen appears.

```

DSE4E2R  ADD      CDR Customer Conference      11/21/12  9:58:36
                        Edit Vendor Master KEY SCREEN

Vendor Number .  _____

F3=Exit  F9=Go to 'Change' mode

```

4. Enter a vendor code for the **Vendor Number** (6,a) field, and press <Enter>. The Edit Vendor Master Page 1 screen appears.

```

DSE4E2R  CHANGE  CDR Customer Conference      9/22/20 11:09:51
                        Edit Vendor Master Page 1

Vendor Number  PEN110          Our Customer No.: _____  Status
Name . . . .  _____
Address 1     _____
Address 2     _____
Address 3     _____
City . . . .  _____  State __  Zip _____ - _____ Country ____
TSM Group:   ___ Area/Phone ___ - _____ Fax: _____ Data: _____

Pay To Vendor...: _____
Inter. Dialing:  Area/Phone - _____ Fax: _____ Data: _____
Associate Vendor: _____
Inter. Dialing:  Area/Phone - _____ Fax: _____ Data: _____

Buyer No...: _____  Order Cycle: _____
Terms Code.: _____  Avg. Lead Time: _____

Minimum Qty Unit.: _  Minimum Qty Value: _____
Minimum Narrative: _____

F3=Exit  F11=Delete  F10=Update

```

5. Enter data for the following fields, as necessary:

- Required: **Name** (35,a) - vendor's name.
- Optional: **Address 1** (30,a) - first line of vendor's address.
- Optional: **Address 2** (30,a) - second line of vendor's address.
- Optional: **Address 3** (30,a) - third line of vendor's address.
- Optional: **City** (25,a) - city of the vendor's mailing address.
- Optional: **State** (2,a) - state abbreviation of the vendor's mailing address.
- Optional: **Zip** (5-9,n) - the zip code and 4-digit extension of the vendor's mailing address.
- Optional: **Country** (3,a) - designates vendor's country i.e., USA for United States of America.

- Optional: **TSM Group** (3,n) - number for designating the vendor group to which the vendor's items will be included if the DAC Trade Show Manager optional module is used.
- Optional: **Area/Phone** (10,n) - vendor's area code and telephone number.
- Optional: **Fax** (10,n) - vendor's area code and telephone for fax transmission.
- Optional: **Data** (10,n) - vendor's area code and telephone for data transmission.
- Optional: **Pay To Vendor** (6,a) - vendor code of a different vendor for whom the vendor invoice is created if the DAC Accounts Payable (A/P) system is used. Refer to the the DAC Default System Options document for information about the **Use Pay-To Vendor** field of the SYS005 default system option (Accounting Options).
- Optional: **Associate Vendor** (6,a) - vendor number of a different vendor to be used for order substitution. The **Associate Vendor** field is provided for informational purposes only.
- Optional: **Buyer No** (6,n) - employee code of the buyer who handles purchases from the vendor. The value entered for the **Buyer No** field will be the default value of the **Buyer** field of the Purchase Order Entry/Updt screen. Refer to the Purchasing document for additional information.
- Optional: **Order Cycle** (3,n) - number of days which elapse before an order is placed with this vendor. The vendor order cycle is used to create purchase orders based on system-generated suggested order quantities. Refer to Purchasing Calculations of the Purchasing document for additional information.

The value entered for the **Order Cycle** field will be the default value of the **Order Cycle Days** field of the Work With Vendor Items screen. Refer to the Purchasing document for additional information.

- Optional: **Terms Code** (3,a) - a terms code previously defined by the user with option 7 (Terms Definitions) of the Customer Related #1 screen.

The value entered for the **Terms Code** field will be the default value of the **Terms** field of the Purchase Order Entry/Updt screen. Refer to the Purchasing document for additional information.

- Optional: **Avg. Lead Time** (3.1,n) - average number of days for an order to arrive from the vendor. The average lead time is used to create purchase orders based on system-generated suggested order quantities. Refer to Purchasing Calculations of the Purchasing document for additional information.

The value entered for the **Avg. Lead Time** field will be the default value of the **Lead Time** field of the Work With Vendor Items screen. Refer to the Purchasing document for additional information.

- Optional: **Minimum Qty Unit** (1,n) - designates the minimum quantity unit's type. The valid values are 1 (dollars), 2 (packing by case), 3 (weight by lbs.), 4 (cube size) and 5 (other). The value entered for the **Minimum Qty Unit** field will appear on the Work With Vendor Items screen to the immediate right of **Target Value** field. Refer to the Purchasing document for additional information.
- Optional: **Minimum Qty Value** (7,n) - designates the minimum purchasing quantity as required by the vendor. The value entered for the **Minimum Qty Value** field will be the default value of the **Target Value** field of the Work With Vendor Items screen. Refer to the Purchasing document for additional information.
- Optional: **Minimum Narrative** (30,a) - description of vendor's minimum order requirements.

6. Press <Page Down>. The Edit Vendor Master Page 2 screen appears.

DSE4E2R	ADD	CDR Customer Conference	11/21/12 10:57:02
Edit Vendor Master Page 2			
Vendor Number: PEN110		PENNSYLVANIA CANDY	Status:
Federal Id _____	Vendor Type _	Order Day _	EDI Orders _
Vendor Group: _____			
Contact 1	_____	Phone #	__ - _____
Contact 2	_____	Phone #	__ - _____
Bracket Discount Unit: _		_____	:Bracket Discount Value
Discounts Taken Ytd:		Discounts Lost Ytd:	
Backorder Code (Y/N) .:	_	Back Haul Status (y/n)	_ Rate _____
Freight Terms .	_		
Memo Line.....			
Last PO Order Date		Dis-allow Posting To DAMAGE? _	
F3=Exit F4=Search F11=Delete F10=Update			

7. Enter data for the following fields, as necessary:

- Optional: **Federal Id** (15,a) - vendor's federal tax identification number.
- Optional: **Vendor Type** (1,a) - designates the type of vendor. The valid values are *P* (accounts payable), *B* (broker), *M* (manufacturer), *S* (shipper), *W* (wholesaler) and *I* (inter-company transfer).
If this vendor will be used as an alternate vendor, the value of *W* must be entered for **Vendor Type** to print this vendor's number for an item on purchase orders. Refer to Entering Alternate Vendor Information of the Item File Maintenance document for information about the **Alt. Vendor's Item #** field.

If this vendor record will be used for inter-company transfers, enter *I* for the **Vendor Type** field, press <Enter>, and enter a warehouse code for the **W.H.** field which will appear to the right of the **Vendor Type** field. The value entered for the **W.H.** field designates a warehouse from which inventory will be transferred. Refer to the Warehousing document for information about inter-company transfers.

- Optional: **Order Day** (1,n) - designates the day of the week that orders are placed with the vendor, and used for printing multiple buyer guides for a group of vendors. The valid values are *1* through *7* for Monday through Sunday.
- Optional: **EDI Orders** (1,a) - *Y* for yes and *N* for no designates if EDI is used to transmit purchase orders to the vendor.
- Optional: **Vendor Group** (3,n) - a number assigned to the vendor, and used for printing buyer guides for a group of vendors. Refer to Working With Vendor Groups for additional information.
- Optional: **Contact 1** (25,a) and **Phone #** (10,n) - the name, area code and phone number of the vendor employee with whom the user primarily communicates.
- Optional: **Contact 2** (25,a) and **Phone #** (10,n) - the name, area code and phone number of another vendor employee with whom the user communicates.
- Optional: **Bracket Discount Unit** (1,n) - designates the bracket discount unit's type. The valid values are *1* (dollars), *2* (packing by case), *3* (weight by lbs.), *4* (cube size) and *5* (other).
- Optional: **Bracket Discount Value** (7,n) - the minimum purchasing quantity of bracket discount units required by the vendor.
- Displayed field: **Discounts Taken Ytd** (11.2,n) - designates the total in dollar amount of the discounts received from the vendor for the year-to-date.
- Displayed field: **Discounts Lost Ytd** (11.2,n) - designates the total in dollar amount of discounts lost for the vendor for the year-to-date.
- Optional: **Backorder Code** (1,a) - the value of *Y* for yes designates that the vendor allows backorders. This value is entered only for informational purposes by the user, with one exception. It must equal *Y* in order to use the Work With Dock Receiving application to create backorders for the vendor. Refer to Using Work With Dock Receiving To Create Backorders of the Purchasing document for additional information.

- Optional: **Back Haul Status** (1,a) - *Y* for yes and *N* for no designates if the vendor allows back hauls.
- Optional: **Rate** (5.2,n) - the discount percentage given by the vendor for back hauls.
- Optional: **Freight Terms** (1,a) - designates the terms for shipping which prints on the purchase order. The valid values are *C* for collect and *P* for prepaid.
- Optional: **Memo Line** (70,a) - comments regarding the vendor.
- Displayed field: **Last PO Order Date** (6,n) - the date on which the last order was placed with the vendor.
- Optional: **Dis-allow Posting To DAMAGE** (1,a) - *Y* for yes designates that returned damaged items that were purchased from the vendor are not automatically returned to a *mixed damage* inventory location.

8. Press <F10> (Update) when data entry is complete.

9. Press <Enter> when prompted to confirm. The Edit Vendor Master KEY SCREEN screen appears with the *Record added* message.

```

DSE4E2R  ADD      CDR Customer Conference      11/21/12 11:07:57
                Edit Vendor Master KEY SCREEN

Vendor Number .  _____

F3=Exit  F9=Go to 'Change' mode
Record added.

```

10. Continue adding vendor records, or press <F3> to exit.

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) _____

TSM Group (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) _____ PO Method (1,a) _____

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) _____ Guarantee Return Default (1,a) _____

Memo Line (70,a) _____

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

Adding Vendor Notes

Vendor notes can be used to maintain vendor information including:

- Text printed on all the purchase orders of a vendor. Refer to Working With Purchase Order Messages of the Purchasing document for information about printing designated text at the bottom of all POs, and printing item-specific text on purchase orders.
- E-mail addresses required for use of the Purchase Order eMail Interface optional module.
- The order in which items are printed on purchasing documents.

1. Select option 5 (Purchasing System) from the Main Operations Menu screen. The Purchasing screen appears.

```

User: JEANNINE           Menu: PUCV1           Date: 11/21/12

===== > P U R C H A S I N G <=====
=====
||||||| 1. Work With Purchase Orders      12. Import Costs
THE    || 2. Work With Vendors
DAC    || 3. Work With Items
SYSTEM || 4. Work With Buyer Control File
||||||| 5. Work With Buying Allowances
        6. Work With Dock Receiving
        7. Work With A/P Transfers
        8. Work With RF Receiving
        9. Work With Buyer Messages
        10. Vendor Receivables
        11. Work With Vendor Groups
                M E N U   C A L L S
19. Truck Scheduling      20. A/P Menu           21. Purchasing Reports
22. Inventory Menu       23. Dac Main Menu      90. Sign Off
=====
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====>

```

2. Select option 2 (Work With Vendors) from the Purchasing screen. The Work With Vendors screen appears with vendor names highlighted (see example below) if vendor notes were previously added.

```

DSI8DFR  DISPLAY CDR Customer Conference      11/21/12 14:41:32
                Work with Vendors
Vendor Name      Buyer# Vendor Vendor Whse
                Group
-----
? Vendor Name      Buyer  Vendor Group
- ALTADIS USA      SHERI  ALT001
- AMERICAN SNUFF COMPANY  SHERI  AMER01
- BIC CORPORATION  KIMCC  BIC001
- CADBURY          SHERI  CAD001
- CONWOOD CORP.    SHERI  CON001
- DOT FOODS INC.   KIMCC  DOT001
- HEINZ USA        KIMCC  HEI001
- HERSHEY CHOCOLATE  KIMCC  HER001
- JOHN MIDDLETON INC.  KIMCC  JOH001  110
- KEEBLER COMPANY  KIMCC  KEE001
- KRAFT FOODS      JP      KRA001
                +

Type options, press Enter.
2=Edit 3=EDI 5=Vendor Items Order Guides-->P=Standard B=Shortened L=By Locat.
N=Notes V=View Inquiry S=Spoils Policy
F3=Exit F6=Print Vendors F7=Print Buyer/Vendors F10=Add F17=Vendor/Item Costs

```

3. Enter N (Notes) in the selection column next to the desired vendor, and press <Enter>. The Enter Vendor Notes screen opens.

Enter Vendor Notes	
Vendor PEN110 PENNSYLVANIA CANDY	PIN _____
_____	_____
_____	_____
Primary E-Mail: _____	
CC E-Mail 1: _____	
CC E-Mail 2: _____	
CC E-Mail 3: _____	
Populate PO Msg #1? _	Sort PO By MFR #? _ Portal Show Prices? _
Document Sort: _	(A,L,I,B,M)

4. To maintain specific information about the vendor, enter text on the first three lines below the display **Vendor** field.
5. To print specific text on all the purchase orders of the vendor, enter the text on the fourth line below the display **Vendor** field, and enter *Y* for yes in the **Populate PO Msg #1?** (1,a) field. The text, which automatically appears in the **P.O. Messages** field of the Prompt Header Information screen, prints above the list of ordered items with the *Message Line 1* heading on every PO created for the vendor. Refer to Working With PO Header Messages of the Purchasing document for additional information.
6. To use the Purchase Order eMail Interface optional module, enter the e-mail address of the primary recipient for the **Primary E-Mail** (50,a) field. If necessary, enter the e-mail addresses of recipients who will receive copies of the e-mail for the following fields:
 - Optional: **CC E-Mail 1** (50,a)
 - Optional: **CC E-Mail 2** (50,a)
 - Optional: **CC E-Mail 3** (50,a).

Refer to Adding Vendor Email Addresses of the System File Maintenance document for information about using the Work With Vendor Emails application to edit the address fields of multiple vendor records more quickly.

7. To list items on the vendor's purchase orders by the manufacturer's or vendor's number, enter *Y* for yes in the **Sort PO By MFR #1?** (1,a) field. Refer to Adding Item Records of the Item File Maintenance document for information about the **Mfr#** field. Note: If a value is entered for the **Document Sort:** field (see below), it will override the value entered for the **Sort PO By MFR #1?** field.
8. To allow vendors access to the distributor's billing prices when the Vendor Portal application is used, enter *Y* for yes in the **Portal Show Prices?** (1,a) field.

9. Enter one of the following values for the **Document Sort:** (1,a) field to designate the order in which items are listed on the vendor's purchase orders, receiving documents and buyer guides:
 - *A* - Alphabetical by item description.
 - *L* - Item location.
 - *I* - Item number.
 - *B* - Book heading code.
 - *M* - Manufacturer's number.
10. Enter the password or code required by a vendor for submitting purchase orders by telephone for the **PIN** (15,a) field.
11. Press <Enter> when data entry is complete.
12. Press <Enter> when prompted to confirm. The Work With Vendors screen appears with the vendor's name highlighted if data is entered for any of the four text lines, or either the **PIN** or **Primary E-Mail** field.

```

DSI8DFR   DISPLAY CDR Customer Conference           11/27/12 11:22:00
                                     Work with Vendors
Vendor Name                               Buyer# Vendor Vendor Whse
P                                           Group
                                           1

Type options, press Enter.
2=Edit 3=EDI 5=Vendor Items Order Guides-->P=Standard B=Shortened L=By Locat.
N=Notes V=View Inquiry S=Spoils Policy
? Vendor Name                               Buyer  Vendor Group
PENNSYLVANIA CANDY                          JP     PEN110
PHILLIP MORRIS INC.                          JP     PHI001
R.J. REYNOLDS TOBACCO INC.                   JP     RJR100
REPUBLIC TOBACCO INC.                        SHERI  REP001
STATE OF LA DEPT OF REVENUE                  LA0000
SWEDISH MATCH NORTH AMERICA                  KIMCC  SWE001
SWISHER INTERNATIONAL                        SHERI  SWI001
TYSON PREPARED FOODS                         JP     TYS100
U.S. SMOKELESS TOBACCO                      SHERI  USS001

F3=Exit F6=Print Vendors F7=Print Buyer/Vendors F10=Add F17=Vendor/Item Costs

```

13. Continue adding vendor notes, or press <F3> to exit. The Purchasing screen appears.

Working With Vendor Groups

Vendor groups are used primarily to print buyer guides for a group of vendors. Refer to the Purchasing document for additional information.

After the vendor groups are created, they are linked to vendor records. Refer to Adding Vendor Records for information about the **Vendor Group** field.

1. Select option 5 (Purchasing System) from the Main Operations Menu screen. The Purchasing screen appears.
2. Select option 11 (Work With Vendor Groups) from the Purchasing screen. The Work With Vendor Groups screen appears with the *No data to display* message if no vendor group records were previously added.

```
CVTIDFR  DISPLAY CDR Customer Conference 11/21/12 16:01:20
                                Work with Vendor Groups
Vendor Group Name                Group#
_____
Type options, press Enter.
2=Edit

F3=Exit  F10=Add Vendor Group
No data to display.
```

3. Press <F10> (Add Vendor Group). The Edit Vendor Group KEY SCREEN appears.

```
CVTJEIR  ADD  CDR Customer Conference 11/26/12 13:42:31
                                Edit Vendor Group KEY SCREEN
Type choices, press Enter.

                                Vendor Group Number ____

F3=Exit  F9=Go to 'Change' mode
```

4. Enter a unique group number for the **Vendor Group Number** (3,n) field, and press <Enter>. The Edit Vendor Group Details screen appears.

```

CVTJE1R  ADD      CDR Customer Conference      11/26/12 13:49:32
                        Edit Vendor Group Details

Group Number 110

Type changes, press Enter.

Name . _____
Address 1 _____
Address 2 _____
City . _____
State . _____
Zip . . _____
Email . _____
Phone . _____
Fax . . _____

Non Participation Group Y/N _

F3=Exit  F12=Key screen

```

5. Enter data for the following fields as desired for informational purposes only:
 - **Name** (35,a) - vendor group's name.
 - Optional: **Address 1** (30,a) - first line of vendor group's address.
 - Optional: **Address 2** (30,a) - second line of group's address.
 - Optional: **City** (25,a) - city of the group's mailing address.
 - Optional: **State** (2,a) - state abbreviation of the group's mailing address.
 - Optional: **Zip** (5-9,n) - the zip code and 4-digit extension of the group's mailing address.
 - Optional: **Email** (25,a) - group's email address.
 - Optional: **Phone** (10,n) - group's area code and telephone number.
 - Optional: **Fax** (10,n) - group's area code and telephone for fax transmission.
6. If the vendors of the group are manufacturers designated as "non participating" for the purpose of reporting tobacco tax in Michigan, enter **Y** for the **Non Participation Group** (1,a) field.
7. Press <Enter>, and press <Enter> when prompted to confirm. The Edit Vendor Group KEY SCREEN screen appears.
8. Continue adding vendor group records, or press <F3> to exit. The Work With Vendor Groups screen appears.

Printing Vendor Lists

The Vendor List Options application is used to print a list of all vendors or a list of vendors assigned to a range of buyers. The lists include vendor name, address, telephone number, fax number, dataline number, terms code, the user's customer number, contact, freight allowance, minimum order quantity and description, average lead time days, and order cycle.

1. Select option 21 (Purchasing Reports) from the Purchasing screen. The Purchasing Reports screen appears.
2. Select option 2 (Vendor List Options) from the Purchasing Reports screen. The Vendor List Options screen appears.

```
DSFAPVR  ENTER  CDR Customer Conference  11/21/12 12:26:33
                          Vendor List Options

_  1. Sort by Vendor Name (1=Select)

_  2. Sort By Buyer (1=Select)
    _____ Beginning Buyer    _____ Ending Buyer

F3=Exit
```

3. Enter *1* (Select) in the selection column next to **Sort by Vendor Name** to print an alphabetized list of all vendors, or enter *1* (Select) in the selection column next to **Sort By Buyer** to print a vendor list for one or more buyers.
4. If *1* was entered for **Sort By Buyer**, enter a buyer number for **Beginning Buyer** and **Ending Buyer** to limit the list to one or more buyers.
5. Press <Enter> to print.
6. Press <Enter> when prompted to confirm.

Vendor List by Buyer

Buyer Number	SHERI	Phone	Number	Our Cust.	Vendor Contact	1	Frgh. Minimum	Min.Desc.
Vendor Number				No.			Allow. Quantity	Blank
Vendor Address								
ALT001	ALTADIS USA		800 - 2373437					
	P.O. BOX 10058		Fax Number				Ave. Lead Time	
			Data Line				Order Cycle	
			Terms Code 012		Fed.Id.			
	ATLANTA							
	GA	30384						Blank
	58							
AMER01	AMERICAN SNUFF COMPANY							
	813 RIDGE LANE							
	MEMPHIS							
	TN	38120						Blank
CAD001	CADBURY							
	P.O. BOX 640115							
	PITTSBURG							
	PA	15264						Blank
CON001	CONWOOD CORP.							
	P.O. BOX 1140							
	BIRMINGHAM							
	AL	35246						Blank
	230							
NAT001	NATIONAL TOBACCO CO.							
	135 SOUTH LASSALLE							
	CHICAGO							
	IL	60674						Blank
	2450							
REP001	REPUBLIC TOBACCO INC.							
	2301 RAVINE WAY							
	GLENVIEW							
	IL	60025						Blank
SWI001	SWISHER INTERNATIONAL							
	P.O. BOX 88856							
	CHICAGO							
	IL	60695						Blank
	1856							

** END OF REPORT **

Printing Vendor Address Labels

The Vendor Address Label application (option 4 of the Label Menu screen) is used to print addresses on 2-1/2” by 15/16” labels with a printer with tractor feed capability.

```
User: JEANNINE           Menu: RPCV1           Date: 7/03/12

===== > R E P O R T S <=====
|||||||
THE  ||      1. Customer Reports
DAC  ||      2. Item Reports
SYSTEM ||    3. A/R Reports
|||||||      4. Billing Reports
                    5. Inventory Reports
                    6. Purchasing Reports
                    7. Tax Reports
                    8. Sales Analysis Reports
                    9. Labels
                    10. Order Books

M E N U   C A L L S
19. Credit Reports      20. Salesman Reports      21.
22.                    23. Dac Main Menu        90. Sign Off

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```

1. Select option 9 (Labels) from the Reports screen. The Label Menu screen appears.

```
User: JEANNINE           Menu: LBLCV1          Date: 7/03/12

===== > L A B E L   M E N U <=====
|||||||
THE  ||      1. Warehouse Bin Label
DAC  ||      2. Retail Shelf Label
SYSTEM ||    3. Customer Address Label
|||||||      4. Vendor Address Label
                    5. Work With Retail Label Batches
                    6. Work With Bin Label Batches

M E N U   C A L L S
19.                    20.                    21.
22.                    23. Dac Main Menu        90. Sign Off

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```

2. Select option 4 (Vendor Address Label) from the Label Menu screen.