Creating a Supplier Item Entry

This documentation explains how to set up information for an item specific to a supplier, such as standard pack quantity, supplier unit cost and part number and when that supplier is used in the inbound order process this information auto-populates on the order line(s).

To Create a Supplier Item Entry:

1. On the main menu bar select Item > Supplier Item Entry.

2. Enter the **Supplier ID** and press **Tab** or click **Search**. If you press **Tab**, the supplier name and information auto-populates.

3. Enter the **Item ID** (the six-digit cache item (NFES) and press **Tab** or click **Search**. The product class, unit of measure and NSN (if appropriate) auto-populates.

4. If applicable, enter the **Supplier Part Number**.

5. Enter the **Supplier Standard Pack** that the supplier sells the item.

6. Select the appropriate **Supplier UOM** (unit of measure) from the drop-down list.

7. Enter the **Unit Cost** that the supplier charges for the item.

8. Check the **Preferred Indicator** box when this seller is the preferred item supplier.

9. Click **Save**.