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Changing the Vendor for a Line Item

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Overview

When purchasing items within SalesPad, an item will sometimes have a default Vendor ID attached to it. However, it is possible to change vendors for that item from the PO screen.

Instructions

Follow the instructions below on a sales document with backordered items:

- 1. Click the **Purchase** button at the top of the sales document
- 2. Select the line item to be purchased

urchase Plans	Purchase Plans Items					
ORDST2364	🥝 Select All 😂 Select None 👍 Remove 🎾 Group Like Item Numbers					
(no vendor assigned) Green Lake Wire Company	▼ √ Item Number Item De	scription Sales Doc Num	DS	NI	Unit Cost	Quantity
	WIRE-MCD-0 Multi con	nductor wire ORDST2364			0.54	
	Line Options Show Comments Copy Comments	Copy Sales Document Name Copy to PO Comment Copy to PO Note	l Notes		s	•

- 1. Click the **Create PO** button in the upper-right corner
- 2. This will navigate you to the "PO creation" screen, which will display the selected line item and the default vendor:

🗂 Close 🛃 Save 🍪 Print 🛄 🗅						
	Copy 😪 Cancel 🏄 Dynam	ics GP				
PO Properties Purch. Order #: PO Status: New PO Type: STANDARD V Vendor ID: Green Lake Wire Vendor Name: Green Lake Wire Compa	PO Dates PO Date: 6/13/2011 ▼ Req. Date: 6/13/2011 ▼ Promised Date: 6/13/2011 ▼ Promised Ship: 6/13/2011 ▼	Other Terms: 2% 10/NE Shipping Method: GROUND Suyer: 0 Norther States of the states	Ship To Address Ship to Customer Habrikam, Inc. The F. Urk Grand Rapids, MI 49: P:(616) 780-5478	Edit Address	Totals Discount: Freight: Misc. Charge: Tax: Total:	0.00 0.00 0.00 0.00 2.16
Une Items Notes Addresses User Fields L Details New Cancel R Insert Item # Description PO I	Links Audit	# Qty	Unit Cost PO Line	Extd. Cost Location	Update Missing 1	Vendor Items
WIRE-M Multi conductor	GREENL WIRE MULTI	4 F	0.54 New	2.16 WARE	. 6/13 6/13/	. 6/13
				2.15		

- If other vendors are set up, you can click the dropdown arrow on the Vendor ID field, which will display a list of all vendors for the company. Select a vendor for the line item. This sets the Vendor ID on the header and the Vendor Item # on the line item
- 2. Click **Save** and the document will automatically generate a PO number