



## 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

Choose Purchase Plan Items

Purchase Plans

ORDST2364  
(no vendor assigned)  
Green Lake Wire Company

Purchase Plans Items

Select All Select None Remove Group Like Item Numbers Create PO

Item Number	Item Description	Sales Doc Num	DS	NI	Unit Cost	Quantity
WIRE-MCD-0...	Multi conductor wire	ORDST2364			0.54	4

Line Options

Show Comments  
Copy Comments  
Copy Req Dates

Copy Sales Document Named Notes

Copy to PO Comment  
Copy to PO Note

\*\*\* This will only work if you are buying for a single sales document

Close When PO is Created Last Vendor Invoice Cost Use Drop Ship Line Cost Close

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:

(STANDARD)

Close Save Print Copy Cancel Dynamics GP

PO Properties  
Purch. Order #:   
PO Status: New  
PO Type: STANDARD  
Vendor ID: Green Lake Wire ...  
Vendor Name: Green Lake Wire Comp

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  
Buyer:   
☐ On Hold

Ship To Address  
☐ Ship to Customer Edit Address  
Fabrikam, Inc.  
The F. Urk  
Grand Rapids, MI 49501  
P:(616) 780-5478

Totals  
Discount: 0.00  
Freight: 0.00  
Misc. Charge: 0.00  
Tax: 0.00  
Total: 2.16

Line Items Notes Addresses User Fields Links Audit

Details  
New Cancel Insert Update Missing Vendor Items

Item #	Description	PO N...	NI	Vendor ID	Vendor Item#	Qty ...	Unit Cost	PO Line...	Extd. Cost	Location	Req...	Prom...	Pro...	...
WIRE-M...	Multi conductor ...		<input type="checkbox"/>	GREENL...	WIRE MULTI	4 F...	0.54	New	2.16	WARE...	6/13...	6/13/...	6/13/...	

2.16

1. 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