



[Knowledgebase](#) > [SalesPad](#) > [Purchasing](#) > [Changing the Vendor for a Line Item](#)

Changing the Vendor for a Line Item

Cavallo Support - 2024-11-22 - [Purchasing](#)

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 Compu

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 ...			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