

<u>Knowledgebase</u> > <u>SalesPad</u> > <u>Purchasing</u> > <u>Changing the Vendor for a Line Item</u>

Changing the Vendor for a Line Item

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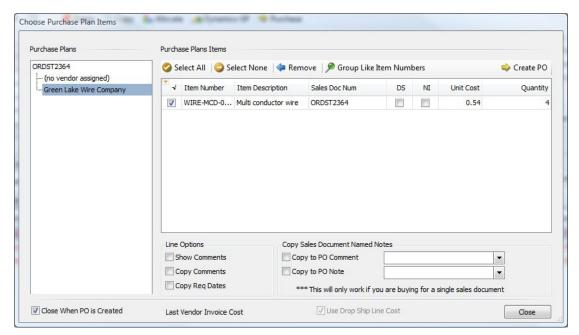
Overview

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



- 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:



- 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