# Changing the Vendor for a Line Item

Cavallo Support - 2024-11-22 - Purchasing

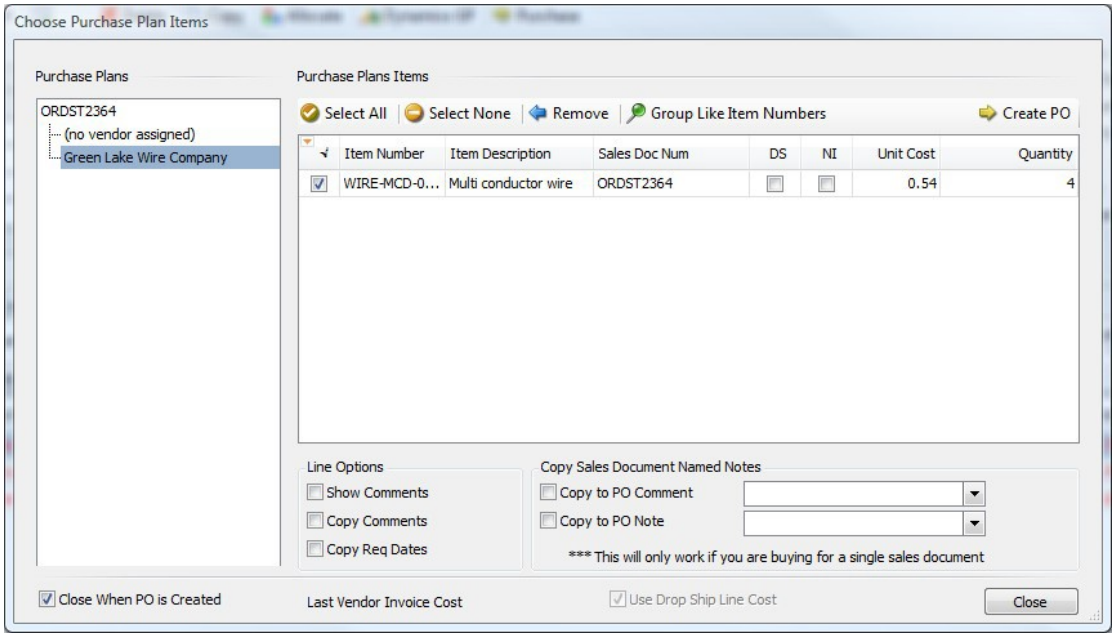
**Overview**

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.

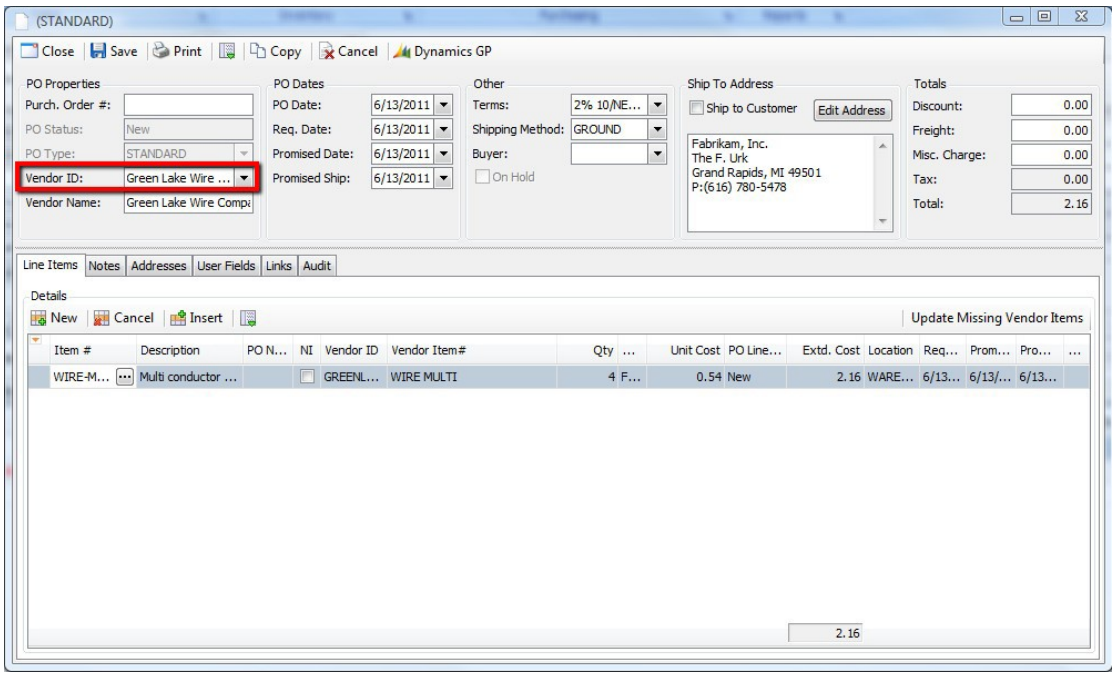
**Instructions**

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




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