

Manage Vendor SKUs

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Overview

In this article, you will learn how **vendor SKU's** and vendor prices work and how to assign them to your products. Each product can have multiple vendors stored at the same time but only one Default vendor. In Sellercloud, you can set a product's Default vendor and default vendor SKU for individual or multiple products. By doing this, you never have to worry about inventory being out of stock. This is because of our [Predictive Purchasing](#) and [Predictive Restocking for FBA](#) functions that automatically alert your vendors when you need another shipment of products.

There are two ways to assign vendors to a product. Both options will appear on the product level under **Toolbox > Purchasing**:

1. Set the vendor as the **Default Vendor** and the default **Vendor SKU**.
This is useful when you buy from one vendor.
2. Set one or more vendors along with the **Vendor SKU** and **Price**.
Use this option when you have several vendors.

Assign Vendor SKU and Price Manually

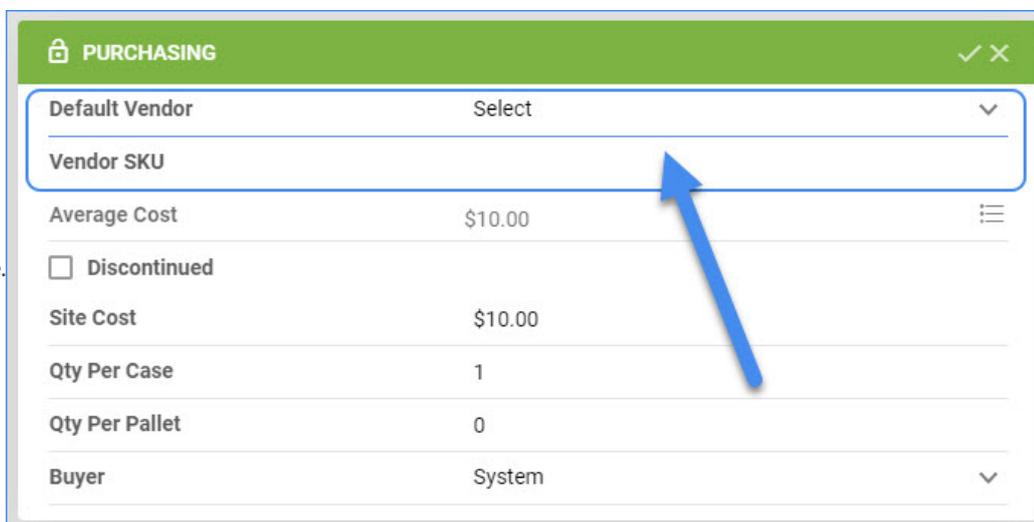
Assign a Default Vendor

Assign a default vendor if you are using only one vendor or for your most frequently used one among multiple vendors. Each product can have multiple vendors at the same time, but only one **Default Vendor**.

Default Vendor, **Vendor SKU** and **Price** are used for the related POs by default. To add **Default Vendor** and **Vendor SKU**:

1. Go to **Catalog > Manage Catalog >** select a product.
2. Click **Edit**.
3. On the **Purchasing** panel set **Default Vendor** and **Vendor SKU**. Make sure that you select the vendor you use most frequently.

4. Click **Save**.



PURCHASING		✓ ✕
Default Vendor	Select	▼
Vendor SKU		
Average Cost	\$10.00	☰
<input type="checkbox"/> Discontinued		
Site Cost	\$10.00	
Qty Per Case	1	
Qty Per Pallet	0	
Buyer	System	▼

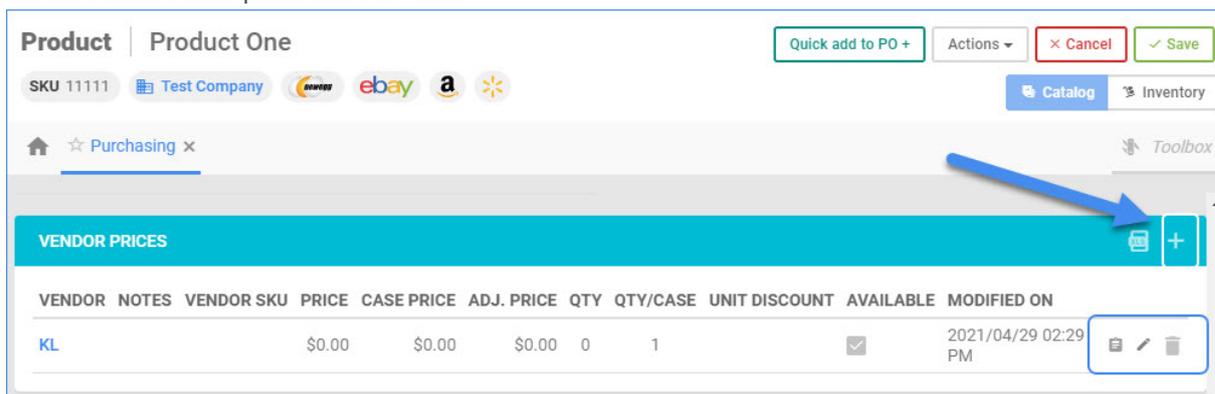
Assign Additional Vendors and Vendor Price

If you use multiple vendors, you can configure additional vendors under the **Vendor Prices** panel.

Vendor Prices are the amount it costs you to buy a product from a vendor. It is stored on the Vendor SKU. Vendor pricing can be set manually on the vendor SKU. It can also update automatically through a PO.

When the item is entered on a PO, the cost gets saved as the new vendor price.

1. Go to **Catalog > Manage Catalog > Select a product > Toolbox > Purchasing**.
2. Click **Edit**.
3. On the **Vendor Prices** panel click the + icon.



4. Fill in **Vendor**, **Vendor SKU** and **Vendor Price**.
5. Click **Add**.

ADD VENDOR PRICE

Vendor * Select

Vendor Sku

Price \$0

Case Price \$0

Qty/Case 0

Qty 0

Available

Notes Enter your notes here...

CANCEL ADD

6. Click **Save**.

Assign Vendor SKU and Price in Bulk

You can also assign vendor-related information to your products in bulk via a file upload by following the steps below.

1. Navigate to **Purchasing > Tools > Import Purchase Info > Import Vendor Price**.
2. Download and fill in one of the templates.

3. For your columns, use:

- **Product ID** – Product SKU used by Sellercloud as the unique identifier for the item
- **Vendor** – The vendor name
- **Vendor SKU** – SKU the vendor wants people to use when submitting purchase orders
- **Vendor Price** – Price the vendor charges you for the product
- **Is Default Vendor For Product** – If there are multiple vendors for a particular product, one can be labeled as the main vendor (valid values: True, False)
- **Is Available** – States if the product is available from the vendor (valid values: True, False)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ProductID	Vendor	VendorSKU	VendorPrice	VendorQty	IsDefaultVendorForProduct	PricePerCase	QtyPerCase	IsAvailable	VendorPricesNotes	_ACTION_ (required)	
2												
3												
4												
5												

4. Select your **File** and click **Import**.

You can also delete Vendor SKU information with the same file import. Fill in value `_DELETE_` in the last template column `_ACTION_` to remove the information from that row from Sellercloud.

Vendor SKUs on Purchase Orders

When adding an item to a PO, the vendor SKU will automatically populate based on the vendor on the purchase order. Likewise, the vendor price of that vendor SKU will automatically populate as the cost of the item.

The Vendor SKU field is where you can enter the product’s identifier as it is known to the **vendor**. This is separate identifier from your own internal Product ID. Vendor SKUs enable you to refer to the item correctly when you are buying it from a vendor. Each product in SellerCloud can have multiple vendors = multiple vendor SKUs.

Let’s say you have a Dell Laptop, with your internal product ID = **DELLPC**. You are able to order that DELLPC from two different distributors. Those two vendors are Dell and Microsoft. Dell does not use the SKU “DELLPC” to refer to this laptop. They have a different SKU, for example **DELLN4010**. If you decide to order this DELLPC from Dell, then telling them that you want to order “DELLPC” will not make any sense. You need to use the their SKU when making a purchase order to buy this laptop from Dell. Same thing as Microsoft. They do not call this item “DELLPC”. They call it **MKUK1903**. So when you make a purchase order to buy this item from Microsoft, you will need to use the MKUK1903 SKU.

Vendor prices – the amount it costs you to buy it from the vendor – is stored on the Vendor SKU. Vendor pricing can be set manually on the vendor SKU. It can also update automatically through a PO.

When the item is entered on a PO, the cost gets saved as the new vendor price.

Vendor SKUs on Purchase Orders

When adding an item to a PO, the vendor SKU will automatically populate based on the vendor on the purchase order. Likewise, the vendor price of that vendor SKU will automatically populate as the cost of the item.

Using the example above, Dell may charge \$100 if you buy the SKU from them. Microsoft may charge \$120. If the vendor on the PO is DELL then DELLN4010 will be placed automatically on the purchase order with a price of \$100. If the vendor is Microsoft, MKUK1903 will be used with a price of \$120.

Managing Vendor SKUs

1. Navigate Settings > Select a company > Toolbox > Vendors > Select a Vendor.
2. Select **Products** from the side menu to view, add and manage the vendor SKUs associated with the vendor.

You can see all the Vendor SKUs for a given product under the product's toolbox, on the Purchasing tab. Read how to import vendor SKUs and prices in bulk [here](#).

Setting and understanding default vendors

You can set a product's default vendor and default vendor SKU under Product > Toolbox > Purchasing > Default Vendor. You can also assign a default vendor in a [bulk update](#) using the column header VendorName. To assign the SKU for this vendor, use the column header VendorSKU. This method of assigning vendors is important for using Search filters on the Manage Inventory and Manage Orders pages, [Predictive Purchasing](#) and Predictive Restocking for FBA. Note: It is also important in the [Reports module](#), where default vendor is used, but only for non-dropship orders.

Importing vendor SKUs and prices

Go to Inventory > Import Product Info > Import Vendor SKU/Prices.

You can add Vendor SKUs and Vendor Prices to a particular product in bulk using the VendorSKU.txt template. (Purchase orders created with that vendor selected will auto-populate their Unit Cost field with the vendor price.) The file can also be created in Excel and saved as a .txt file.

Template columns are:

- Product ID— product SKU used by Sellercloud as the unique identifier for the item
- Vendor— Use the vendor name
- Vendor SKU— SKU the vendor wants people to use when submitting purchase orders
- Vendor Price— price the vendor charges you for the product
- Is Default Vendor For Product— if there are multiple vendors for a particular product, one can be associated as the main vendor (valid values: True, False)
- Is Available— states if the product is available from the vendor (valid values: True, False)

You can export this information and template with the Product ID and other data populated to match what is entered in Sellercloud by selecting the items in the Manage Inventory page and **Action > Export Vendor SKU**.

You can also delete Vendor SKU information with the same file import. Fill in value `_DELETE_` in the last template column

ACTION to remove the information from that row from Sellercloud.

Assigning Vendors to a Product

There are two ways to assign vendors to a product. You can find out more about each option on the related articles below. Both options will appear on the product level under Toolbox > Purchasing.

1. Setting the vendor as the **Default Vendor** and the default vendor's SKU, which is visible in the field circled in red (below).
2. **Setting one or more vendors along with the vendor SKU and price**, which is visible in the field circled in blue (below).

Minimum Qty for PO:

Purchaser:

Last Vendor Purchased From:

Default Vendor: Add Vendor

Vendor SKU:

Dropship Mode:

Vendor Prices													
Add Vendor Product Price											Select Action	Go	
Notes	Vendor	Price	Price/Case	Qty/Case	Unit Discount	Adjusted Price	Available	Qty	VendorSKU	GrossCost	Modified On		
Edit	SplashNet	\$20.00	\$60.00	4		\$20.00	<input type="checkbox"/>	0	000012	0	05/18/2018 11:49 AM	Delete	History
Edit	Ingram Entertainment	\$25.00	\$0.00	1		\$25.00	<input type="checkbox"/>	0	10101	0	05/18/2018 11:49 AM	Delete	History
Edit	RTest	\$22.50	\$0.00	1	\$0.00	\$22.50	<input type="checkbox"/>	0	123456	0	05/18/2018 11:50 AM	Delete	History