Manage Vendor Properties

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Overview

Sellercloud provides you with a structured process to Create Vendors and manage their properties, ensuring effortless control over your inventory supply. The **Vendor Properties** page gives you easy access to a list of products for which the vendor is the Default supplier, and allows you to configure specific preferences, such as fees, payment terms, lead time to ship, and more. Additionally, you can review the history of all emails sent to the vendor, manage Vendor Invoices, apply discounts or promotions, and track all purchase orders and received shipments.

Manage Vendor Properties

To access the **Vendor Properties**, navigate to **Purchasing** > **Vendors** > **Manage Vendors** > Click **Search** > Select the desired **Vendor**.

General

Field	Description
Vendor Name	Enter the selected Vendor's name.
Default Currency	Choose a default currency for your Purchase Orders from the dropdown menu.
Quickbooks Vendor	If applicable, specify the name of the Vendor in Quickbooks accounting software. The **QuickBook Vendor** field will only display when the Client Setting **Enable QuickBooks WorkFlow** is enabled.
Alias	Alternative Vendor Name.
Account Number	Vendor Account Number.
Email	Enter a Vendor contact email to receive your POs.
Email CC	Alternative contact email to be copied in PO emails.
Website	The website associated with the specific Vendor.
Default Vendor	Check **Default Vendor** to mark this Vendor as default.
Is Active	Check **Is Active** to indicate that the Vendor is functional.

Payment

Field	Description
Payment Terms	Click the plus sign to Add Payment Terms such as: • Terms Description • Days to Pay • Days to Pay Discount • Discount
Restock Past	Days past the last Vendor restock, used to calculate your Predictive Purchasing.
Restock Future	Days till next Vendor restock, used to calculate your Predictive Purchasing.
Free Shipping Over	Once this amount is reached, the shipping will be considered free, as agreed with the Vendor.
Small Order Threshold	Orders below the appointed dollar threshold are considered Small orders, and therefore **Small Order Fee** applies.
Small Order Fee	Applicable to Orders with a total value that is below the appointed **Small Order Threshold**.
Lead Time To Ship	Estimated Period before shipping.
Lead Time to Ship (From Site)	Estimated Period before shipping from Site.
Min Po Amount	The minimum dollar amount for a PO to be created.

Billing Address

Field	Description
First Name	Given name that appears in the billing details.
Last Name	Surname to appear in the billing details.
Business	Entity to be marked in the bill.
Country	The country of the entity to appear in the bill.
Address	The business address of the entity to appear in the bill. Address Line 2 (Optional) – alternative billing address.
ZIP Code	Entity' ZIP Code
City	City of entity to appear in the bill.
State	State of entity to appear in the bill.
Phone	Contact phone of the business entity to appear in the bill.
Fax	Fax number of the business entity to appear in the bill.

Preferences

Field	Description
Po Email Template	An Email Template to which your PO will be attached and sent to your Vendor.
Default Purchaser	Predefined Buyer Name in your PO.
Default Warehouse For DropShip	Select the default warehouse for Dropship POs. This can only be a warehouse without Bins.

Default Warehouse For Regular PO	Select the default receiving warehouse for regular POs. This can be a warehouse with or without Bins.
PO Export Format	Select the desired export format of your PO.
File Name Format	Choose the default file name format of your PO.
Enable Send Multiple PO in One Email	Check to permit multiple POs in a single email.
Is Distributor	Check to mark the Vendor as a Distributor.
Is In House Vendor	Check to indicate that the Vendor is an in-house supplier.
PO Multi Discount Treat As Discount	Check to include applicable discounts in the PO total.
Treat PO Prices As Average Cost	Check to include PO prices in the Product's Average cost calculation.
Peoplevox Supplier Reference	The vendor's unique identifier (also referred to as Supplier Reference) in PeopleVox. If this option is not available to you, open a ticket with Sellercloud Support.

Ship from Address

| Field	Description
First Name	Given name of the shipper.
Last Name	Surname of the shipper.
Business	Entity that processes the shipment.
Country	Country from which the shipment will be processed.
Address	The address from which the shipment will be processed. Address Line 2 (Optional) – alternative address.
ZIP Code	Zip Code from which the shipment will be processed.
City	City from which the shipment will be processed.
State	State from which the shipment will be processed.
Phone	Phone number of the shipping contact.
Fax	Fax number of the shipping contact.

To edit multiple vendors in bulk, use the Import Vendors tool.

Import Vendor Prices

Sellercloud enables you to also import Vendor SKUs and Vendor Prices. To do that, go to **Purchasing** > **Tools** > **Import Purchase Info** > **Import Vendor Price**.
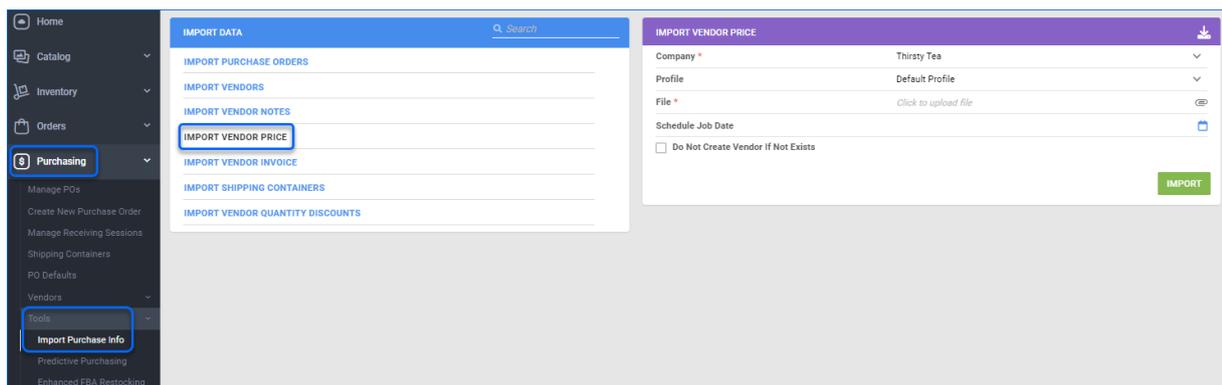
To add **Vendor SKUs** and **Vendor Prices** in bulk, use the VendorSKU.txt template. Purchase orders created with that vendor selected will auto-populate their Unit Cost field with the Vendor price. The file can also be created in Excel and saved as a .txt file.

Template columns are:
- Product ID — Product SKU used by Sellercloud as the unique identifier for an item.
- Vendor — Use the vendor name.
- VendorSKU — SKU the vendor wants people to use when submitting purchase orders
- Vendor Qty — required product quantity.
- Vendor Price — the 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).
- PricePerCase — Vendor's price per case.
- QtyPerCase — Product's quantity per case.
- VendorPricesNotes — Purchasing notes for your Vendor on a product level.
- _ACTION_ — this column enables you to _ADD_ or _DELETE_ Vendor products.

To export consolidated information and template with the Product ID and other data populated to match what is entered in Sellercloud, select the items in the **Manage Catalog** page and choose **Action** > **Export Products (Catalog)…** > Choose **Standard** > **Vendor SKUs**. To define your export columns, select **Custom** > click **Next** > Add the required columns and then **Export**.

Once your Import document is ready, select your **File** and click **Import.** To ensure that no new Vendors are created by your import, check **Do Not Create Vendor If Not Exists**.
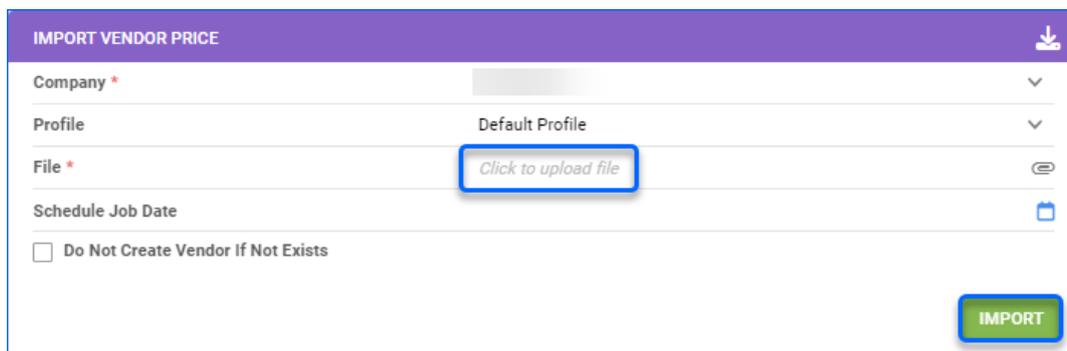
 A Queued job will

be created and can be reviewed on your Manage Queued Job page.

Toolbox Options

You can find and manage further properties in your Vendor's Toolbox:
- **Additional Properties** – Insert additional Vendor information.
- **Categories** – In this section, you can assign and delete different Vendor categories.
- **Change Log** – Here you can find all Vendor changes and updates applied in Sellercloud.
- **Default Vendor Products** – Select to display a list of all products, for which the specific Vendor is Default.
- **Dropship Preferences** – You can define specific **Dropship Preferences** in this section.
- **Email History** – Use to find the history of all PO emails sent to the specific Vendor via Sellercloud.
- **Invoices** – Here you can search and manage your Vendor Invoices.
- **Multi Discounts** – The **Enable Multi Discount For Purchase Orders** Client Setting must be enabled in order to manage and apply multiple vendor discounts.
- **Payments** – In this tab, you can search and manage your Vendor Payments.
- **Products** – Select to display all products supplied by this Vendor, so you can manage them.
- **Purchase Orders** – A grid with all Vendor POs, which you can Mark Paid/Unpaid, Print to PDF, or Download Vendor
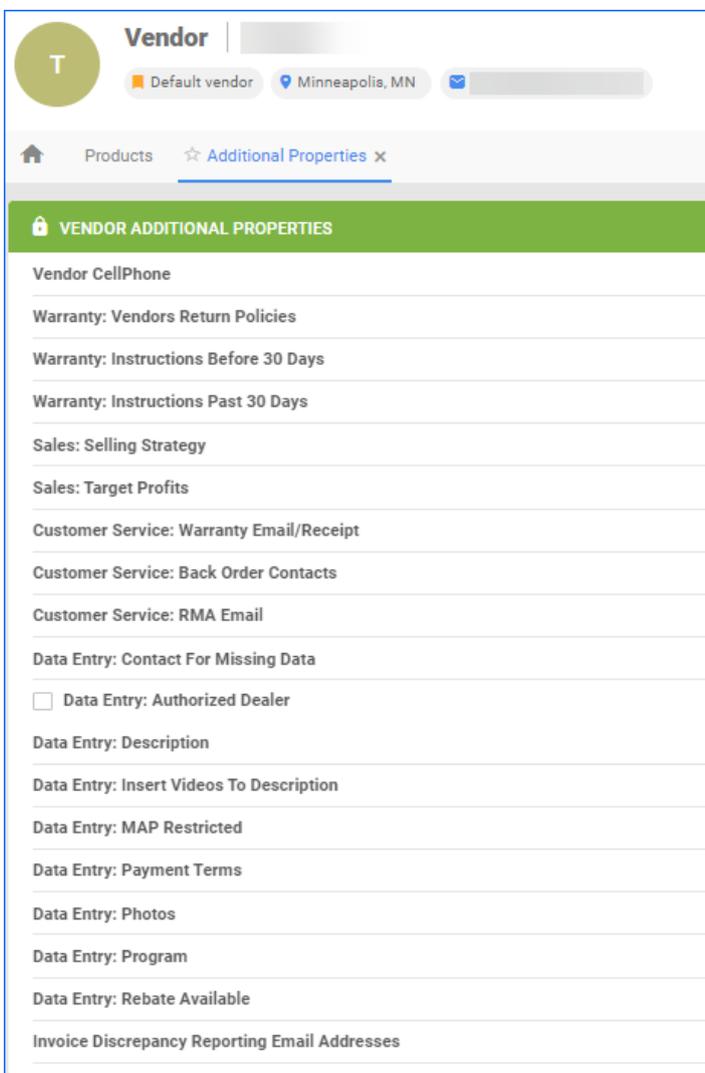
Invoices.

- **Rebates** – Here you can set, edit, delete, and activate Vendor rebates.
- **Receive Sessions** – A search engine for all Vendor PO Received Shipments reflected in Sellercloud.
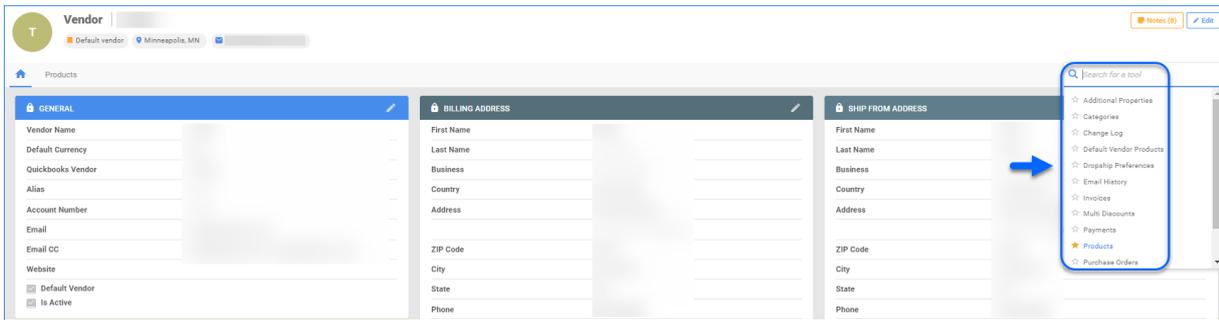
Additional Properties

You can insert additional Vendor Properties in this section, such as Vendor CellPhone and Warranty: Vendor Return Policies.

Change Log

Navigate to **Change Log**, to display Vendor's settings changes. You can see who initiated the change and when.

Dropship Preferences

In this section, you can determine your Vendor Dropship Preferences.

| Field	Description
DropShip Email Template	First, create a dropshipping email template in your **Company Settings** > **Toolbox** > **Email Settings** > **Email Templates** > **Add New Template**. Then, select the email template from the dropdown menu and Save.
Order # Prefix	Dedicated prefix to be added to each Vendor dropship order.
Shipping Method	Select Vendor's default shipping method for orders you dropship.
Shipping Method (Rush)	Select Vendor's default shipping method for Rush Orders.
DropShip Fee	Fee charged by the supplier for providing the dropshipping service.
General Shipping Instructions	Enter universal shipping instructions.
Do Not count Inventory for DropShip PO	Check to exclude product's addition and deduction amounts associated with direct dropshipping from the product's available inventory in Sellercloud.
Enable Reminder emails for Dropship Orders	Check to enable the use of dropshipping reminder emails and define: • **Reminder email template** – choose a template from the dropdown menu. • **Send reminder in Days** – a set amount of days, after which the reminder will be sent.
Send Export PO via FTP	Check for Vendors that can receive POs via FTP and enter their FTP details: • **FTP Server** • **FTP Username** • **FTP Password** • **Remote Directory** • **FTP Port** • **Use Passive Mode For FTP** (if required).

Products

In this tab you can **Add Products** and alter product's **Quantity**, **Availability**, **Vendor SKU**, **Price**, **Case price**, and **Vendor Notes**. Here you can also **Search** and **Export** Vendor Products, and display **History** of Vendor product changes.
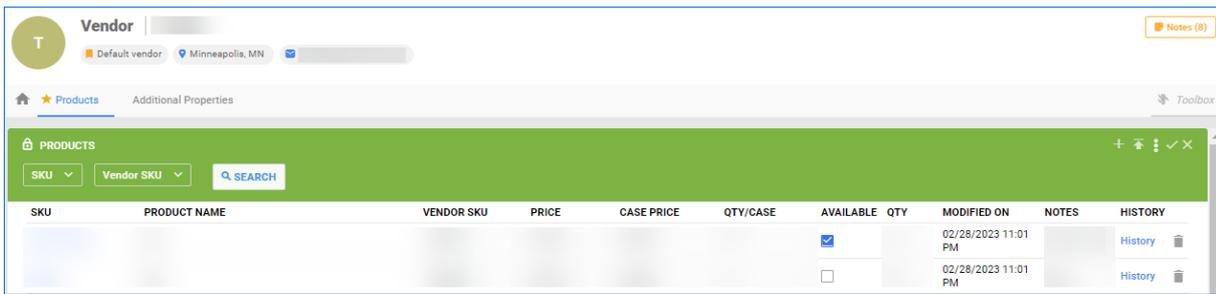
Based on your business needs, you can add and remove Vendor Products individually and in bulk:

- Individual product change:

    1. Click **Edit** and select the **+** sign.

    2. Search and check the desired products.

    3. Click **Add Selected**, or **Add & Close** if done.

    4. The newly added SKUs will appear on top. Click **Save** to finalize the change.

    5. To delete a Vendor Product, click on the **Delete** sign, next to the **History** hyperlink.

- Bulk product changes:

    1. Click **Edit** and select the **Upload Vendor Products** icon.

    2. The below pop-up will appear.
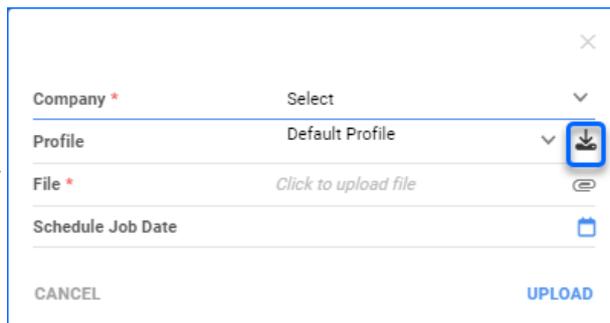

    3. Download the Vendor SKU file (available formats Tab Delimited, CSV and Excel).

    4. Populate the product IDs and their details and indicate the desired _ACTION_ – either _ADD_, _DELETE_, or _UPDATE_.

    5. If required, choose a **Schedule Job Date** and click **UPLOAD**, to proceed.

    6. A Queued job will be created and can be reviewed on your Manage Queued Job page.

Overview

Sellercloud provides you with a structured process to Create Vendors and manage their properties, ensuring effortless control over your inventory supply. The **Vendor Properties** page gives you easy access to a list of products for which the vendor is the Default supplier, and allows you to configure specific preferences, such as fees, payment terms, lead time to ship, and more. Additionally, you can review the history of all emails sent to the vendor, manage Vendor Invoices, apply discounts or promotions, and track all purchase orders and received shipments.

Manage Vendor Properties

To access the **Vendor Properties**, navigate to **Settings** > **Vendors** > Select the desired **Vendor Name**.
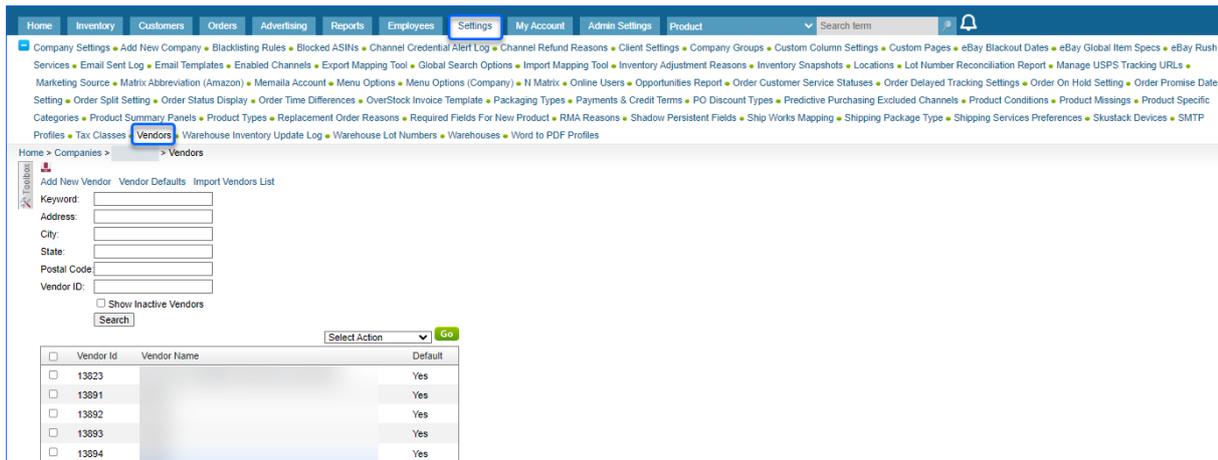
A list of Vendor Settings will be displayed:

- **General Information**

  - Input Vendor's general settings.

- **Contact Info**

  - Enter Billing and Shipping information.

- **Additional Properties**

  - Insert additional Vendor information, e.g., Vendor Cellphone, Warranty: Vendors Return Policies, etc.

- **Categories**

  - Select and assign Vendor Categories.

- **Products**

  - Display all products supplied by this Vendor so you can manage them.

- **Notes**

  - Insert, edit, or remove any Notes for your Vendor.

- **Purchase Orders**

  - A grid with all Vendor POs, which you can Mark Paid/Unpaid, Print to PDF, or Download Vendor Invoices.

- **PO Items by Invoice#**

  - Used to **Seach Received Products** by an Invoice Number.

- **PO Email Template**

  - A template email to which your PO will be attached and sent to your Vendor.

- **Dropship Preferences**

  - Use to define Vendor Dropship settings.
  - **Promotions**
    - Here you can specify Vendor promotions parameters, such as duration, discount value and type.

- **Multi Discounts**

- To manage Vendor multi-discounts. You can define the discount type, amount, and calculation type.

- **Rebates**

  - Here, you can set, edit, and delete Vendor rebates.

- **Emails**

  - A Log of your emails sent to the Vendor via Sellercloud.

- **Invoices**

  - Here you can search and manage your Vendor Invoices.

- **Payments**

  - In this tab, you can search and manage your Vendor Payments.

- **Receive Sessions**

  - A Search engine for all Vendor PO Received Shipments, reflected in Sellercloud.

- **Change Log**

  - Here, you can find all changes and updates applied to the Vendor settings in Sellercloud. You can see who initiated the change and when.

General Information

Field	Description
Default Vendor	Check to assign a Default vendor if you are using only one vendor or for your most frequently used one among multiple vendors.

Vendor is Active	Check **Is Active** to indicate that the Vendor is functional.
Is Distributor	Check to mark the Vendor as a Distributor.
Is In-House Vendor	Check to indicate that the Vendor is an in-house supplier.
Default Currency	Choose a default currency for your Purchase Orders from the dropdown menu.
Vendor Name	Enter the selected Vendor's name.
QuickBooks Vendor	If applicable, specify the name of the Vendor in Quickbooks accounting software. The **QuickBook Vendor** field will only display when the Client Setting **Enable QuickBooks WorkFlow** is enabled.
Vendor Alias	Alternative Vendor Name.
Account Number	Vendor Account Number.
Email	Enter a Vendor contact email to receive your POs.
Email CC	Alternative contact email to be copied in PO emails.
Website	The website associated with the specific Vendor.
Payment Term	The timeframe in which a payment should be processed.
Default Warehouse For DropShip	Select the default warehouse for Dropship POs. This can only be a warehouse without Bins.
Default Warehouse For Regular PO	Select the default receiving warehouse for regular POs. This can be a warehouse with or without Bins.
Predicted Purchasing days Past	Days past the last Vendor restock, used to calculate your Predictive Purchasing.
Predicted Purchasing days future	Days till next Vendor restock, used to calculate your Predictive Purchasing.
Free Shipping over	Once this amount is reached, the shipping will be considered free, as agreed with the Vendor.
Small Order Amount	Orders below the appointed dollar threshold are considered Small orders and therefore **Small Order Fee** applies.
Small Order Fee	Applicable to Orders with a total value that is below the appointed **Small Order Amount**.
Return Fee Type	Choose a type of **Return Fee**: • **FixedAmount** • **Percentage**
Return Fee Amount	Enter the desired **Return Fee**.
Lead time to Ship (from Site)	Estimated Period before shipping from Site.
Lead time to Ship (from Vendor)	Estimated Period before shipping from Vendor.
Treat PO Prices on Average Cost	Check to include PO prices in the Product's Average cost calculation.
Enable Send Multiple PO in one email	Check to permit multiple POs in a single email.
PO Multi discount treat as discount	Check to include applicable discounts in the PO total.
Display PO on Product Dashboard Panel	Check to incorporate the PO panel on the Product's Dashboard.

Contact Info

Billing Information

Field	Description
First Name	Given name that appears in the billing details.
Last Name	Surname to appear in the billing details.
Address	Business address of the entity to appear in the bill.
Address 2	Alternative billing address.
City	City of entity to appear in the bill.
State	State of entity to appear in the bill.

ZipCode	Entity' ZIP Code
Country	The country of the entity to appear in the bill.
Phone	Contact phone of the business entity to appear in the bill.
Fax	Fax number of the business entity to appear in the bill.

Shipping Information

Press **Copy Billing** to replicate the information from the Billing Information fields.

Field	Description
First Name	Given name of the shipper.
Last Name	Surname of the shipper.
Address	Address from which the shipment will be processed.
Address 2	Alternative shipping address.
City	City from which the shipment will be processed.
State	State from which the shipment will be processed.
ZIP Code	Zip Code from which the shipment will be processed.
Country	Country from which the shipment will be processed.
Phone	Phone number of the shipping contact.
Fax	Fax number of the shipping contact.

Dropship Preferences

Field	Description
DropShip Email Template	First, create a dropshipping email template in your **Company Settings** > **Toolbox** > **Email Settings** > **Email Templates** > **Add New Template**. Then, select the email template from the dropdown menu and Save.
PO Export Format	Choose a PO Export Format from the dropdown menu.
Custom Format	Select an Export Mapping profile or an applicable Company plugin.
Order # Prefix	Dedicated prefix to be added to each Vendor dropship order.
Shipping Method (Default)	Select Vendor's default shipping method for orders you dropship.
Shipping Method (Rush)	Select the Vendor's default shipping method for Rush Orders.
DropShip Fee	Fee charged by the supplier for providing the dropshipping service.
File Name format	Choose the default file name format of your PO.
General Shipping Instructions	Enter universal shipping instructions.
Do Not count Inventory for DropShip PO	Check to exclude product's addition and deduction amounts associated with direct dropshipping from the product's available inventory in Sellercloud.
Enable Reminder emails for Dropship Orders	Check to enable the use of dropshipping reminder emails and define: • **Reminder email template** – choose a template from the dropdown menu. • **Send reminder in Days** – a set amount of days, after which the reminder will be sent.
Send Export PO via FTP	Check for Vendors that can receive POs via FTP and enter their FTP details: • **FTP Server** • **FTP Username** • **FTP Password** • **Remote Directory** • **FTP Port** • **SSL Allowed Ciphers**

To **Test FTP Credentials**, select the Action from the dropdown menu.

Products

In this section, Sellercloud enables you to:

- **Search** for **SKU** or **Vendor SKU**.

- **Add Products**

- **Edit** Product's:
    - **Notes**
    - **Quantity**
    - **Availability**
    - **Price**
    - **Price/Case**
    - **Qty/Case**

- Display **History** of Vendor product changes.
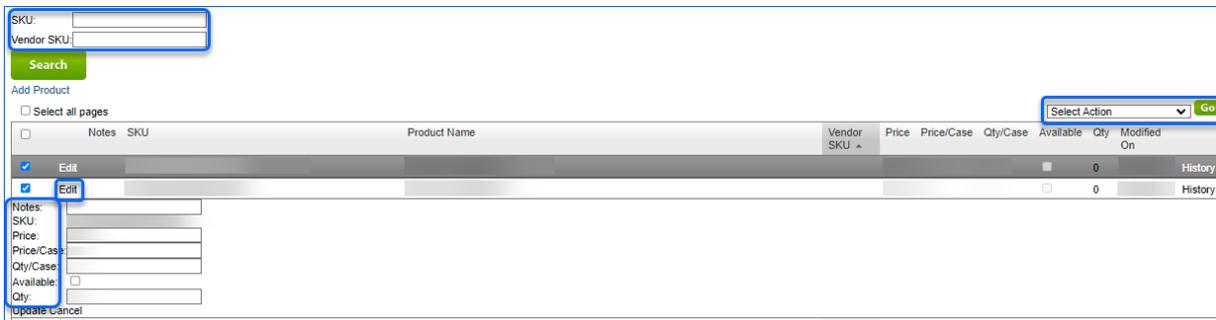
Via the **Select Action** dropdown menu, you can also **Add to PO** and **Export** Vendor Products.

Import Vendor Prices

Sellercloud has the capability to import Vendor SKUs and Vendor Prices: Go to **Inventory** > **Import Product Info** > **Import Vendor SKU/Prices**.
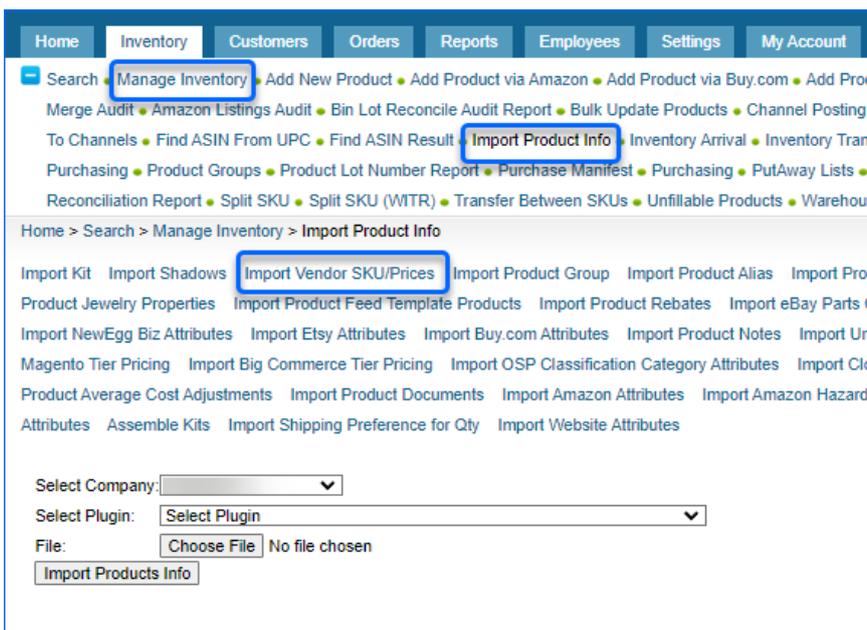
To add **Vendor SKUs** and **Vendor Prices** in bulk, download and use the VendorSKU.txt template. Purchase orders created with that vendor selected will auto-populate their Unit Cost field with the Vendor price. The file can also be created in

Excel and saved as a .txt file.

Template columns are:

- Product ID — product SKU used by Sellercloud as the unique identifier for an item.
- Vendor — Use the vendor name.
- VendorSKU — SKU the vendor wants people to use when submitting purchase orders
- Vendor Qty — required product quantity.
- Vendor Price — the 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).
- PricePerCase — Vendor's price per case.
- QtyPerCase — Product's quantity per case.
- VendorPricesNotes — Purchasing notes for your Vendor on a product level.
- _ACTION_ — this column enables you to _ADD_ or _DELETE_ Vendor products.

To export consolidated information and template with the Product ID and other data populated to match what is entered in Sellercloud, select the items in the **Manage Inventory** page and choose **Action** > **Export Vendor SKU**.

Once your Import document is ready, select your **File** and click **Import.** To ensure that no new Vendors are created by your import, check **Do not create vendor if not exists**.
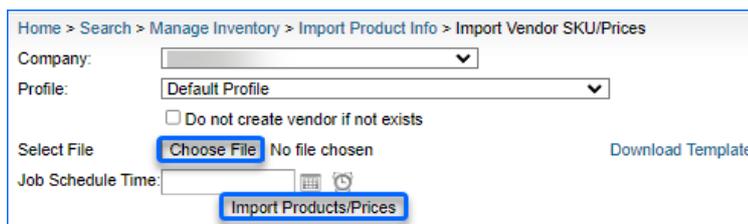
A Queued job will be created and can be reviewed on your Manage Queued Job page.

Vendor Promotions

Occasionally, vendors conduct product promotions over a specific period of time. Sellercloud allows you to enter these promotions into the system so that throughout the promotional period, purchase orders automatically reflect the discounted prices.
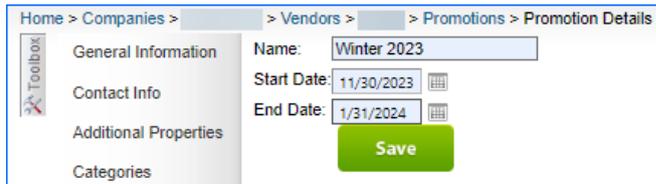
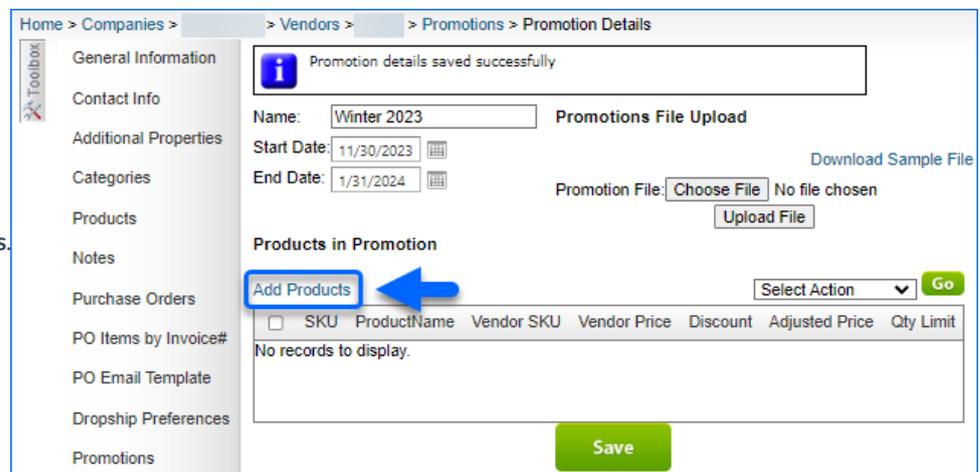## Add a product promotion

To add a promotion to a product:

1. Go to your Company **Settings** and select **Vendors**.

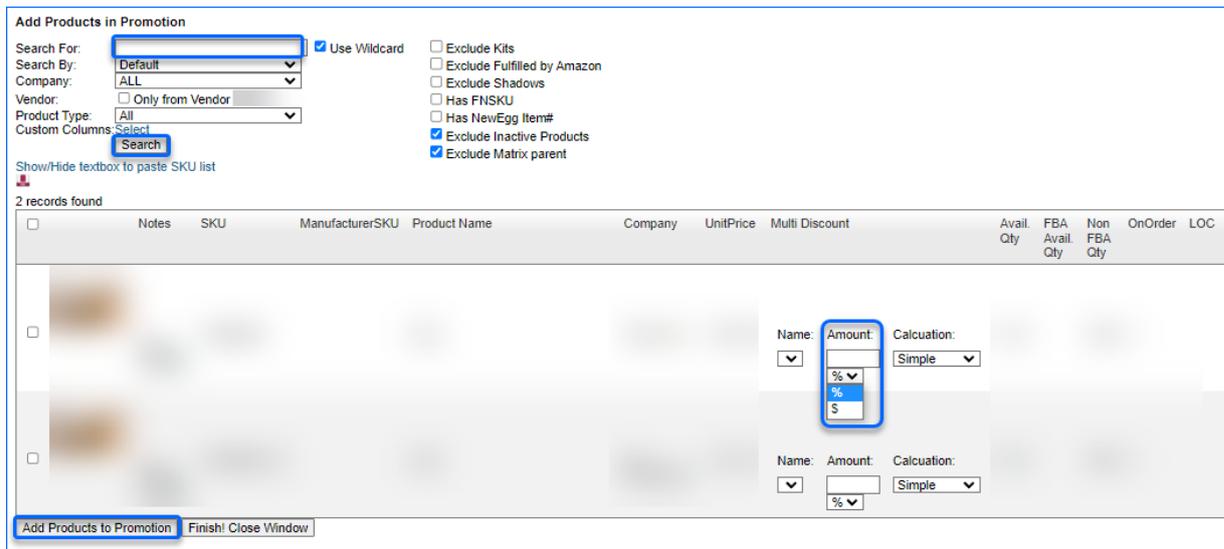2. Choose the required **Vendor** name, click on **Promotions** and select **Add New Promotion**.
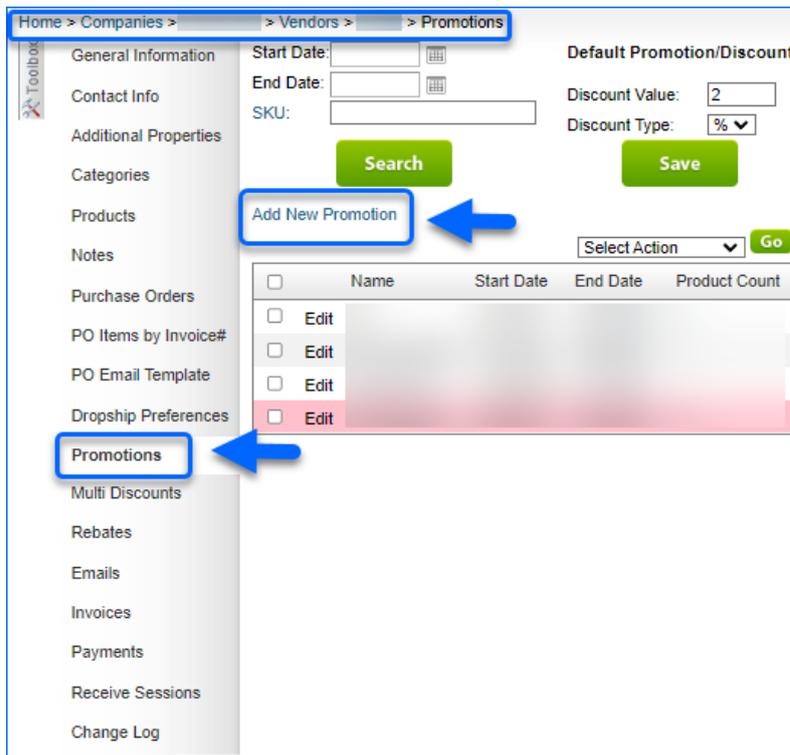
3. Enter the name of the promotion and its applicable date range, and **Save**.


4. Click on **Add Products.**

5. A pop-up will open, in which you can search for the product SKUs that should be included in the promotion and specify if the discount will be a dollar amount or percentage per unit.

6. Click **Add Products to Promotion** to add the product and repeat for as many products as necessary. Once all applicable products are added, click **Finish! Close Window**.

7. After all desired products are applied to the promotion, you can modify the discount values and the list of products.
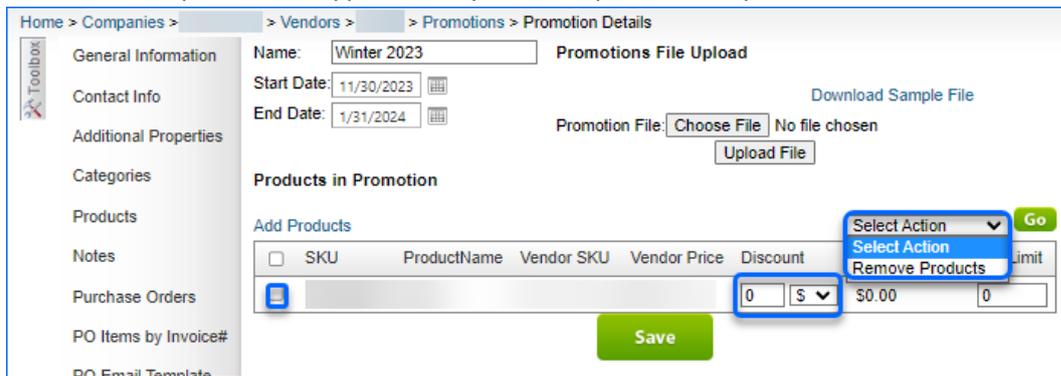
If there is a product-specific promotion, it will take precedence over the vendor default promotion.

Default Promotion for multiple products

Sellercloud enables you to set a **Default Promotion** for a Vendor, so it's applied to all POs for the same vendor:

1. Navigate to **Settings** > **Vendors**.

2. Select the desired **Vendor name** > **Promotions**.

3. In **Default Promotion/Discount** enter:

   a. **Discount Value** – discount amount.

   b. **Discount Type** – dollar amount or percentage per unit.

4. Click **Save** to complete the task.

Throughout the duration of the promotion, the discount rates will be automatically applied to the Vendor's purchase orders, which may result in inaccurate pricing and bookkeeping records.
Sellercloud will apply the promotional products to the PO based on the PO date, not based on the current date.