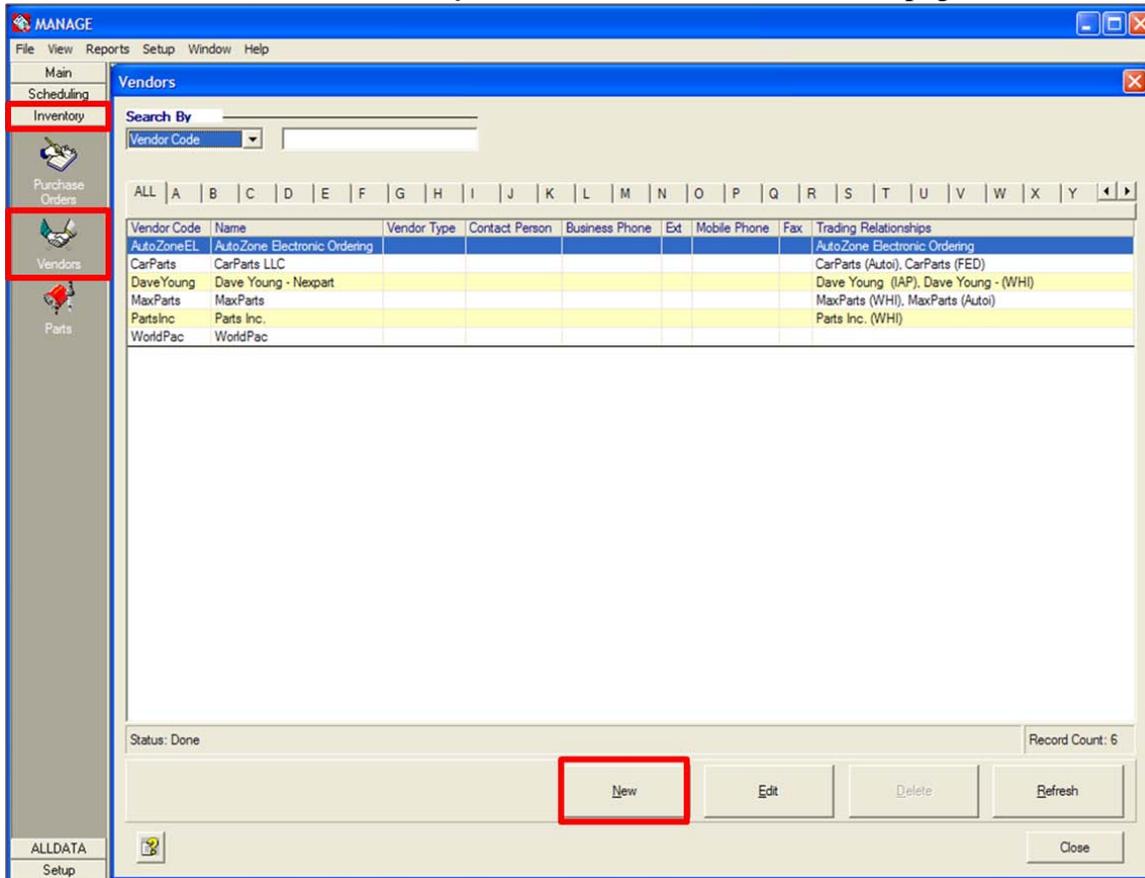
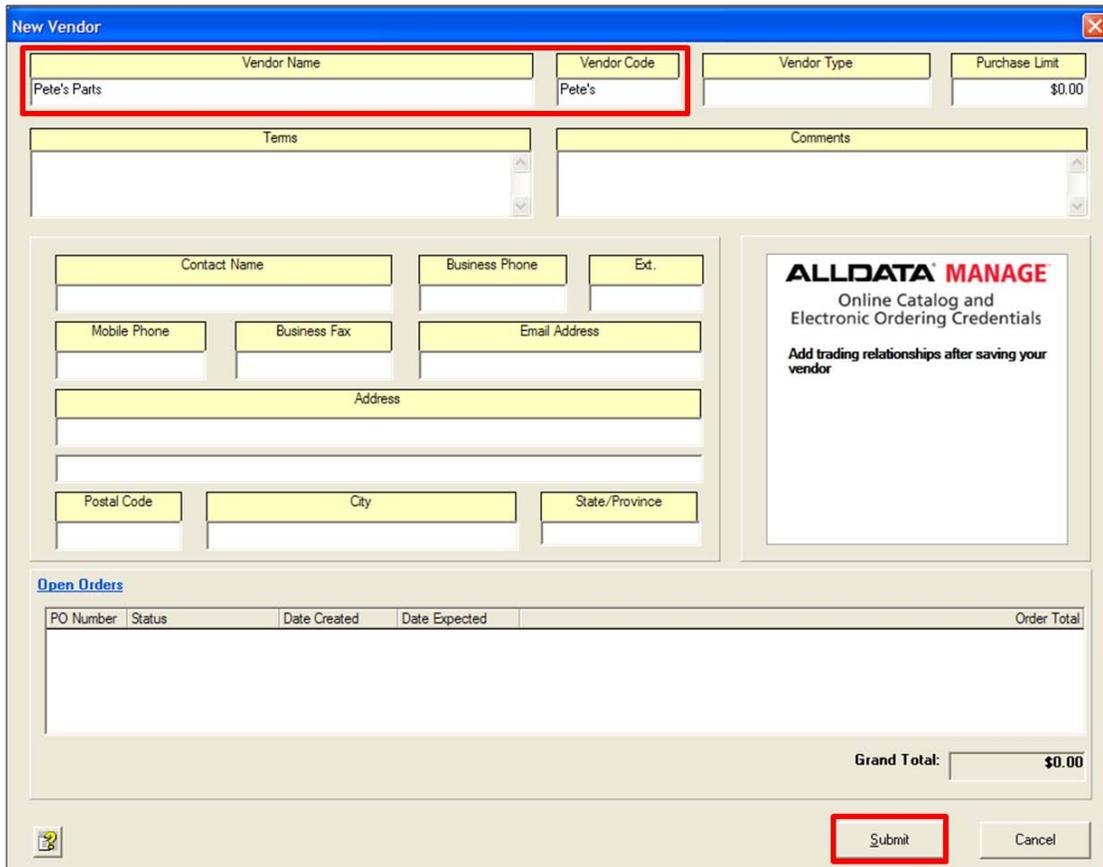


1. On the shortcut bar, click **Inventory** >> **Vendors** >> On the **Vendors** page, click **New**.



2. On the **New Vendor** screen, fill in the fields with yellow headers.
  - o Note: Only the **Vendor Name** and **Vendor Code** are required.
  - o Click **Submit**.



3. The vendor record will close and the **Vendors** screen will open with a list of vendors displayed.
4. If it is not already highlighted, click the newly created vendor so that it is highlighted in blue >> Click **Edit**.

The screenshot shows the 'Vendors' window with a search bar at the top. Below it is a grid of vendor records. The record for 'Pete's' is highlighted in blue. At the bottom of the window, there are buttons for 'New', 'Edit', 'Delete', 'Refresh', and 'Close'. The 'Edit' button is highlighted with a red box.

Vendor Code	Name /	Vendor Type	Contact Person	Business Phone	Ext	Mobile Phone	Fax	Trading Relationships
AutoZoneEL	AutoZone Electronic Ordering							AutoZone Electronic Ordering
CarParts	CarParts LLC							CarParts (Auto), CarParts (FED)
DaveYoung	Dave Young - Nexpart							Dave Young (IAP), Dave Young - (WHI)
MaxParts	MaxParts							MaxParts (WHI), MaxParts (Auto)
PartsInc	Parts Inc							Parts Inc. (WHI)
Pete's	Pete's Parts							
wondrac	wondrac							

5. On the **Edit Vendor** screen, in the white box that says **Online Catalog and Electronic Ordering Credentials**:
  - o In the **Trading Relationships** field, click **New >> Configure**.

The screenshot shows the 'Edit Vendor: Pete's Parts' window. It contains various fields for vendor information. The 'Trading Relationships' section is highlighted with a red box, and the '<New>' button within it is also highlighted in red. The 'Configure' button at the bottom of this section is also highlighted in red.

**Vendor Name:** Pete's Parts  
**Vendor Code:** Pete's  
**Vendor Type:**  
**Purchase Limit:** \$0.00

**Trading Relationships:**  
 <New>  
 Configure Remove

**Open Orders:**

PO Number	Status	Date Created	Date Expected	Order Total

**Grand Total:** \$0.00

- In the **Trading Relationships Name** field, type the vendor name as you want it to appear on the tab in the **Catalog Viewer** >> Click **Continue**.

The screenshot shows a dialog box titled "ALLDATA MANAGE" with the subtitle "Online Catalog and Electronic Ordering Credentials". The main heading is "Trading Relationship Name:". Below this is a text input field containing "Pete's Parts". At the bottom of the dialog are two buttons: "Continue" and "Cancel". Red boxes highlight the text input field and the "Continue" button.

- If the vendor supplies parts through multiple catalogs, add the catalog name after the vendor name.
    - Example: MaxParts (Autoi)
  - Note: The longer the name, the wider the tab, which reduces the number of tabs that will be viewable at one time in the Catalog Viewer.
- In the **Catalog** drop-down box, select the catalog that the vendor works through (**Nexpart**) >> Click **Continue**.

The screenshot shows a dialog box titled "ALLDATA MANAGE" with the subtitle "Online Catalog and Electronic Ordering Credentials". The main heading is "Catalog:". Below this is a drop-down menu showing "Autoi Online". At the bottom of the dialog are three buttons: "Previous", "Continue", and "Cancel". Red boxes highlight the drop-down menu and the "Continue" button.

- In the **Credentials** box, enter the credentials asked for by that vendor, such as **User Name** and **Password** >> Click **Complete**.

The screenshot shows a dialog box titled "Autoi Online Credentials:". It contains two text input fields: "UserName" with the value "ABCDE" and "Password" with the value "12345". At the bottom of the dialog are three buttons: "Previous", "Complete", and "Cancel". Red boxes highlight the "UserName" and "Password" input fields and the "Complete" button.

- If you do not know your vendor credentials, contact the vendor directly. ALLDATA Customer Support does NOT have this information on file.

6. On the **Edit Vendor** screen, click **Submit**.

**Edit Vendor: Pete's Parts**

Vendor Name: Pete's Parts | Vendor Code: Pete's | Vendor Type: | Purchase Limit: \$0.00

Terms: | Comments: |

Contact Name: | Business Phone: | Ext.: | Mobile Phone: | Business Fax: | Email Address: | Address: | Postal Code: | City: | State/Province: |

**ALLDATA MANAGE**  
Online Catalog and Electronic Ordering Credentials  
Trading Relationships:  
<New> Pete's Parts - Autoi Online  
Configure Remove

**Open Orders**

PO Number	Status	Date Created	Date Expected	Order Total
-----------	--------	--------------	---------------	-------------

Grand Total: \$0.00

Submit Cancel

7. The **Catalog Viewer** now includes a tab with this vendor name, and parts can be ordered electronically from this vendor.

**Catalog Viewer: 2009 MAZDA 3 GS L4 2.0L 2000CC FI GAS N F**

OEM + AutoZone | MaxParts (WHI) | CarParts (Autoi) | CarParts (FedAutoi) | Dave Young (IAP) | **Pete's Parts** | MaxParts (Autoi) | WorldPAC | Selected Items

Back Home AutoZone Parts New Car Add Selected Search Help

8. To assign the same vendor to an additional catalog, repeat **Steps 5-7**.
9. Repeat this process for each additional vendor. There is no limit to the number of vendors that can be entered.
- o [Parts can now be ordered electronically](#) from your vendors.

## **Guide for Using Electronic Parts Ordering**

<http://support.alldata.com/alldata-manage-article/using-electronic-parts-ordering-version-4-9-3>