Assigning a Preferred Vendor to a Line Item Code

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To streamline purchasing, you can specify a preferred vendor for each line item code (http://aace5.knowledgeowl.com/help/overview-of-line-item-code-screens#LICoverview_Vendors). When you add items to a PO that doesn't have the vendor specified yet, the first LIC that has a preferred vendor will automatically enter that company for the Vendor field.

1. Navigate from **Menu** > **Order Setup** > **Line Item Codes**.
2. Use the Quick Search (http://aace5.knowledgeowl.com/help/using-the-quick-search-bar) bar to locate the desired line item code.
3. Navigate to the **Vendors** tab, then click **Edit**.
4. Click the **Search** icon (🔍) and use the Company Selector dialog to locate and select the desired vendor.
5. Mark the flag for **Preferred**.
   Note: When you assign vendors to an LIC, you can also enter vendor-specific product codes, descriptions, unit costs, lead times, etc.

6. Click **Save.**