Assigning a Preferred Vendor to a Line Item Code

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To streamline purchasing, you can specify a preferred vendor for each <u>line item code</u> (http://aace5.knowledgeowl.com/help/overview-of-line-item-code-screens#LICoverview Vendors)</u>. 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 <u>Quick Search (http://aace5.knowledgeowl.com/help/using-the-quick-search-bar)</u> bar to locate the desired line item code.
- 3. Navigate to the Vendors tab, then click Edit.
- 4. Click the **Search** icon (**Q**) 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.

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6. Click Save.