

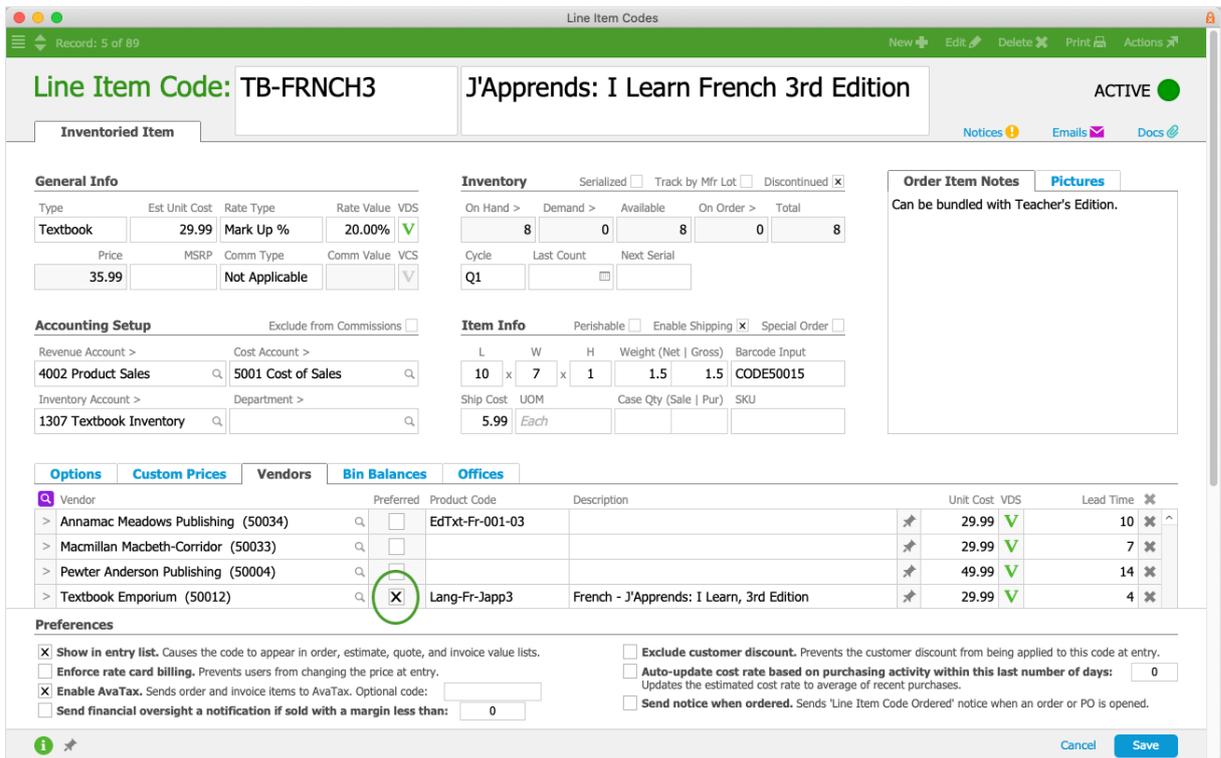
Assigning a Preferred Vendor to a Line Item Code

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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) (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) (<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.



The screenshot shows the 'Line Item Codes' application window. The 'Line Item Code' is 'TB-FRNCH3' and the description is 'J'Apprends: I Learn French 3rd Edition'. The 'Vendors' tab is active, showing a list of vendors. The vendor 'Lang-Fr-Japp3' is selected, and the 'Preferred' checkbox is checked. The 'Unit Cost' is 29.99 and the 'VDS' is green. The 'Lead Time' is 4 days. The 'Save' button is highlighted in blue.

Vendor	Preferred	Product Code	Description	Unit Cost	VDS	Lead Time
> Annamac Meadows Publishing (50034)	<input type="checkbox"/>	EdTxt-Fr-001-03		29.99	✓	10
> Macmillan Macbeth-Corridor (50033)	<input type="checkbox"/>			29.99	✓	7
> Pewter Anderson Publishing (50004)	<input type="checkbox"/>			49.99	✓	14
> Textbook Emporium (50012)	<input checked="" type="checkbox"/>	Lang-Fr-Japp3	French - J'Apprends: I Learn, 3rd Edition	29.99	✓	4

6. Click **Save**.