# **DAC** User Guide

**Vendors** 

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# **Working With Vendors**

The Work With Vendors application is used to create the DAC Master File records which contain vendor data related to purchasing. Refer to the Purchasing document for additional information.

If manufacturer reporting is done, and an item is not purchased from the manufacturer:

- Vendor master file records must be added for both the manufacturer and the purchasing vendor.
- The vendor code of the manufacturer's vendor record is entered for the **Vendor** field when adding item records.
- The vendor code of the purchasing vendor is entered for the **Primary Vendor** field when editing item movement. Refer to Editing Item Movement of the Purchasing document for additional information.

If different vendors are designated as the manufacturer vendor in the item record and the primary (purchasing) vendor as described above, the vendor code of the primary vendor will appear with \*ALT-V to the right of the **Mfg. List** field in the item's record.

Refer to following for additional information related to vendors:

- Working With Vendor Spoils of the Purchasing document.
- Working With Vendor Returns of the Warehousing document.
- Retail Shelf Labels document for information about printing labels for the items of a designated vendor.
- Accounts Payable document for information about using vendor data with the DAC Accounts Payable System.

Refer to the following sections of the Item File Maintenance document for additional information related to vendors:

- Entering Alternate Vendor Information.
- Working With Price Maintenance.
- Printing Best And Worst Selling Items By Vendor Year-To-Date.
- Printing A Vendor Weekly Movement Report.

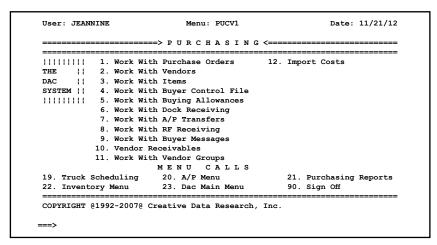
#### **Adding Vendor Records**

The step-by-step instructions below describe how to enter vendor records. After the vendor records are created, they must be linked to item records before the Purchasing system is used to create purchase orders. The value of the **Vendor Number** field of vendor records is entered for the **Vendor** field of the item records. Refer to Adding Item Records and Entering Alternate Vendor Information of the Item File Maintenance document for additional information.

After all the necessary vendor data is entered, it can be globally copied for use by the Accounts Payable System. Refer to Working With Vendor Records of the Accounts Payable document for information about using the Refresh Vendors From Dac application.

The Refresh Vendors From Dac application can only be used *one time*. As new vendor data is added after "going live," the Vendor Maintenance and Vendor Maintenance Details screens of the Accounts Payable System must be used to add vendor records for use by the A/P System. Note: If necessary, CDR support personnel can include a function with the End Of Day (EOD) processing application which creates new A/P vendor records by copying only the vendor records added since EOD was last executed.

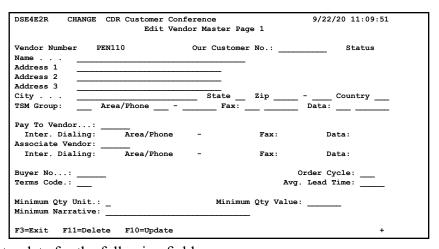
1. Select option 5 (Purchasing System) from the Main Operations Menu screen. The Purchasing screen appears.



- 2. Select option 2 (Work With Vendors) from the Purchasing screen. The Work With Vendors screen appears with the *No data to display* message if no vendor records were previously added.
- 3. Press <F10> (Add). The Edit Vendor Master KEY SCREEN screen appears.

DSE4E2R	ADD	CDR Customer Conference Edit Vendor Master KEY SCREEN	11/21/12	9:58:36
Vendor Nu	mber .			
F3=Exit	F9=Go to	o 'Change' mode		

4. Enter a vendor code for the **Vendor Number** (6,a) field, and press <Enter>. The Edit Vendor Master Page 1 screen appears.



- 5. Enter data for the following fields, as necessary:
  - Required: Name (35,a) vendor's name.
  - Optional: Address 1 (30,a) first line of vendor's address.
  - Optional: Address 2 (30,a) second line of vendor's address.
  - Optional: Address 3 (30,a) third line of vendor's address.
  - Optional: City (25,a) city of the vendor's mailing address.
  - Optional: **State** (2,a) state abbreviation of the vendor's mailing address.
  - Optional: **Zip** (5-9,n) the zip code and 4-digit extension of the vendor's mailing address.
  - Optional: Country (3,a) designates vendor's country i.e., USA for United States of America.

- Optional: **TSM Group** (3,n) number for designating the vendor group to which the vendor's items will be included if the DAC Trade Show Manager optional module is used.
- Optional: **Area/Phone** (10,n) vendor's area code and telephone number.
- Optional: Fax (10,n) vendor's area code and telephone for fax transmission.
- Optional: **Data** (10,n) vendor's area code and telephone for data transmission.
- Optional: **Pay To Vendor** (6,a) vendor code of a different vendor for whom the vendor invoice is created if the DAC Accounts Payable (A/P) system is used. Refer to the the DAC Default System Options document for information about the **Use Pay-To Vendor** field of the SYS005 default system option (Accounting Options).
- Optional: **Associate Vendor** (6,a) vendor number of a different vendor to be used for order substitution. The **Associate Vendor** field is provided for informational purposes only.
- Optional: **Buyer No** (6,n) employee code of the buyer who handles purchases from the vendor. The value entered for the **Buyer No** field will be the default value of the **Buyer** field of the Purchase Order Entry/Updt screen. Refer to the Purchasing document for additional information.
- Optional: **Order Cycle** (3,n) number of days which elapse before an order is placed with this vendor. The vendor order cycle is used to create purchase orders based on system-generated suggested order quantities. Refer to Purchasing Calculations of the Purchasing document for additional information.

The value entered for the **Order Cycle** field will be the default value of the **Order Cycle Days** field of the Work With Vendor Items screen. Refer to the Purchasing document for additional information.

• Optional: **Terms Code** (3,a) - a terms code previously defined by the user with option 7 (Terms Definitions) of the Customer Related #1 screen.

The value entered for the **Terms Code** field will be the default value of the **Terms** field of the Purchase Order Entry/Updt screen. Refer to the Purchasing document for additional information.

• Optional: **Avg. Lead Time** (3.1,n) - average number of days for an order to arrive from the vendor. The average lead time is used to create purchase orders based on system-generated suggested order quantities. Refer to Purchasing Calculations of the Purchasing document for additional information.

The value entered for the **Avg. Lead Time** field will be the default value of the **Lead Time** field of the Work With Vendor Items screen. Refer to the Purchasing document for additional information.

- Optional: **Minimum Qty Unit** (1,n) designates the minimum quantity unit's type. The valid values are *1* (dollars), *2* (packing by case), *3* (weight by lbs.), *4* (cube size) and *5* (other). The value entered for the **Minimum Qty Unit** field will appear on the Work With Vendor Items screen to the immediate right of **Target Value** field. Refer to the Purchasing document for additional information.
- Optional: **Minimum Qty Value** (7,n) designates the minimum purchasing quantity as required by the vendor. The value entered for the **Minimum Qty Value** field will be the default value of the **Target Value** field of the Work With Vendor Items screen. Refer to the Purchasing document for additional information.
- Optional: **Minimum Narrative** (30,a) description of vendor's minimum order requirements.
- 6. Press < Page Down>. The Edit Vendor Master Page 2 screen appears.

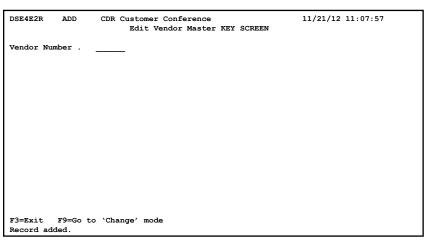
DSE4E2R ADD CDR Customer Conference	11/21/12 10:57:02
Edit Vendor Master	Page 2
Vendor Number: PEN110 PENNSYLVANIA CANDY	Status:
Federal Id Vendor Type _	Order Day _ EDI Orders _
Vendor Group:	
Contact 1	hone #
	hone # -
Bracket Discount Unit: _	:Bracket Discount Value
Discounts Taken Ytd: Discou	nts Lost Ytd:
Backorder Code (Y/N).: _ Back Haul Statu	s (y/n) _ Rate
Freight Terms	
Memo Line	
	<del></del>
Last PO Order Date Dis-a	llow Posting To DAMAGE? _
F3=Exit F4=Search F11=Delete F10=Update	

- 7. Enter data for the following fields, as necessary:
  - Optional: Federal Id (15,a) vendor's federal tax identification number.
  - Optional: Vendor Type (1,a) designates the type of vendor. The valid values are P (accounts payable), B (broker), M (manuafacturer), S (shipper), W (wholesaler) and I (inter-company transfer).
     If this vendor will be used as an alternate vendor, the value of W must be entered for Vendor Type to print this vendor's number for an item on purchase orders. Refer to Entering Alternate Vendor Information of the Item File Maintenance document for information about the Alt. Vendor's Item # field.

If this vendor record will be used for inter-company transfers, enter *I* for the **Vendor Type** field, press <Enter>, and enter a warehouse code for the **W.H.** field which will appear to the right of the **Vendor Type** field. The value entered for the **W.H.** field designates a warehouse from which inventory will be transferred. Refer to the Warehousing document for information about inter-company transfers.

- Optional: **Order Day** (1,n) designates the day of the week that orders are placed with the vendor, and used for printing multiple buyer guides for a group of vendors. The valid values are *1* through 7 for Monday through Sunday.
- Optional: **EDI Orders** (1,a) *Y* for yes and *N* for no designates if EDI is used to transmit purchase orders to the vendor.
- Optional: **Vendor Group** (3,n) a number assigned to the vendor, and used for printing buyer guides for a group of vendors. Refer to Working With Vendor Groups for additional information.
- Optional: Contact 1 (25,a) and Phone # (10,n) the name, area code and phone number of the vendor employee with whom the user primarily communicates.
- Optional: Contact 2 (25,a) and Phone # (10,n) the name, area code and phone number of another vendor employee with whom the user communicates.
- Optional: **Bracket Discount Unit** (1,n) designates the bracket discount unit's type. The valid values are are *I* (dollars), *2* (packing by case), *3* (weight by lbs.), *4* (cube size) and *5* (other).
- Optional: **Bracket Discount Value** (7,n) the minimum purchasing quantity of bracket discount units required by the vendor.
- Displayed field: **Discounts Taken Ytd** (11.2,n) designates the total in dollar amount of the discounts received from the vendor for the year-to-date.
- Displayed field: **Discounts Lost Ytd** (11.2,n) designates the total in dollar amount of discounts lost for the vendor for the year-to-date.
- Optional: **Backorder Code** (1,a) the value of *Y* for yes designates that the vendor allows backorders. This value is entered only for informational purposes by the user, with one exception. It must equal *Y* in order to use the Work With Dock Receiving application to create backorders for the vendor. Refer to Using Work With Dock Receiving To Create Backorders of the Purchasing document for additional information.

- Optional: **Back Haul Status** (1,a) *Y* for yes and *N* for no designates if the vendor allows back hauls.
- Optional: **Rate** (5.2,n) the discount percentage given by the vendor for back hauls.
- Optional: **Freight Terms** (1,a) designates the terms for shipping which prints on the purchase order. The valid values are *C* for collect and *P* for prepaid.
- Optional: **Memo Line** (70,a) comments regarding the vendor.
- Displayed field: Last PO Order Date (6,n) the date on which the last order was placed with the vendor.
- Optional: **Dis-allow Posting To DAMAGE** (1,a) *Y* for yes designates that returned damaged items that were purchased from the vendor are not automatically returned to a *mixed damage* inventory location.
- 8. Press <F10> (Update) when data entry is complete.
- 9. Press <Enter> when prompted to confirm. The Edit Vendor Master KEY SCREEN screen appears with the *Record added* message.



10. Continue adding vendor records, or press <F3> to exit.

### **Vendor Data Worksheet**

Data entry is strongly recommended, or required by the system, for the fields displayed in **bold** type.

#### **Edit Vendor Master Page 1 screen**

vendor Number (6,a)		(	Our Customer No. (10,n)
Name (35,a)			
Address 1 (30,a)			
Address 2 (30,a)			
Address 3 (30,a)			
City (25,a)			
TSM Group (3,n) Area/Phone	(10,n)	Fax (10,n)	Data (10,n)
Pay To Vendor (6,a)			
Associate Vendor (6,a)			
<b>Buyer No</b> (6,n)			Order Cycle (3,n)
Terms Code (3,a)			Avg. Lead Time (4.1,n)
Minimum Qty Unit (1,n)		Minimum Qty Va	alue (7,n)
Minimum Narrative (30,a)			_
E	Edit Vendor Ma	ster Page 2 scr	een
Federal Id (15,a)	Vendor Typ	pe (1,a) Order	Day (1,a) PO Method (1,a)
Vendor Group (3,a)			
Contact 1 (25,a)	······································	Phone #	(10,n)
Contact 2 (25,a)		Phone #	(10,n)
Bracket Discount Unit (1,n)			Bracket Discount Value (7,n)
Backorder Code (Y/N)	Back Haul Status (	Y/N) F	Rate (5.2,n)
	Guarantee Return		
Memo Line (70,a)			
			Posting To DAMAGE? (Y/N)

#### **Adding Vendor Notes**

Vendor notes can be used to maintain vendor information including:

- Text printed on all the purchase orders of a vendor. Refer to Working With Purchase Order Messages of the Purchasing document for information about printing designated text at the bottom of all POs, and printing item-specific text on purchase orders.
- E-mail addresses required for use of the Purchase Order eMail Interface optional module.
- The order in which items are printed on purchasing documents.
- 1. Select option 5 (Purchasing System) from the Main Operations Menu screen. The Purchasing screen appears.

```
User: JEANNINE
                                                            Date: 11/21/12
=======> P U R C H A S I N G <=====
|||||||| 1. Work With Purchase Orders
THE
    || 2. Work With Vendon
           2. Work With Vendors
DAC
SYSTEM | |
           4. Work With Buyer Control File
||||||| 5. Work With Buying Allowances

    Work With Dock Receiving
    Work With A/P Transfers

            8. Work With RF Receiving
            9. Work With Buyer Messages
          10. Vendor Receivables
          11. Work With Vendor Groups
                       MENU
                        20. A/P Menu
19. Truck Scheduling
                                                   21. Purchasing Reports
22. Inventory Menu
                         23. Dac Main Menu
                                                   90. Sign Off
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
```

2. Select option 2 (Work With Vendors) from the Purchasing screen. The Work With Vendors screen appears with vendor names highlighted (see example below) if vendor notes were previously added.

```
11/21/12 14:41:32
DSTADER
          DISPLAY CDR Customer Conference
                              Work with Vendors
                                     Buyer# Vendor Vendor Whse
                                                   Group
Type options, press Enter.
2=Edit 3=EDI 5=Vendor Items Order Guides-->P=Standard B=Shortened L=By Locat.
N=Notes V=View Inquiry S=Spoils Policy
                                     Buyer Vendor Group
_ ALTADIS USA
                                     SHERI ALTOO1
 AMERICAN SNUFF COMPANY
                                     SHERI AMER01
 BIC CORPORATION
                                     KIMCC BIC001
 CONWOOD CORP.
                                     SHERT
                                            CON001
 DOT FOODS INC.
                                     KIMCC DOT001
 HEINZ USA
                                     KIMCC
                                            HEI001
HERSHEY CHOCOLATE
                                     KIMCC
                                            HER001
  JOHN MIDDLETON INC.
                                            JOH001
                                                    110
                                     KIMCC
 KEEBLER COMPANY
                                     KIMCC KEE001
 KRAFT FOODS
F3=Exit F6=Print Vendors F7=Print Buyer/Vendors F10=Add F17=Vendor/Item Costs
```

3. Enter N (Notes) in the selection column next to the desired vendor, and press  $\langle \text{Enter} \rangle$ . The Enter Vendor Notes screen opens.

Primary E-Ma	il:			
CC E-Mail	1:			
CC E-Mail	2:			
Populate PO	Msg #1? _ Sort : t Sort: (A,L,:		Portal Show	Prices? _
Documen	t sort: _ (A,L,	I,B,M)		

- 4. To maintain specific information about the vendor, enter text on the first three lines below the display **Vendor** field.
- 5. To print specific text on all the purchase orders of the vendor, enter the text on the fourth line below the display Vendor field, and enter Y for yes in the Populate PO Msg #1? (1,a) field. The text, which automatically appears in the P.O. Messages field of the Prompt Header Information screen, prints above the list of ordered items with the Message Line 1 heading on every PO created for the vendor. Refer to Working With PO Header Messages of the Purchasing document for additional information.
- 6. To use the Purchase Order eMail Interface optional module, enter the e-mail address of the primary recipient for the **Primary E-Mail** (50,a) field. If necessary, enter the e-mail addresses of recipients who will receive copies of the e-mail for the following fields:

• Optional: **CC E-Mail 1** (50,a)

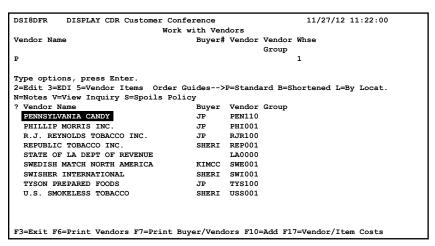
• Optional: **CC E-Mail 2** (50,a)

• Optional: **CC E-Mail 3** (50,a).

Refer to Adding Vendor Email Addresses of the System File Maintenance document for information about using the Work With Vendor Emails application to edit the address fields of multiple vendor records more quickly.

- 7. To list items on the vendor's purchase orders by the manufacturer's or vendor's number, enter *Y* for yes in the **Sort PO By MFR #1?** (1,a) field. Refer to Adding Item Records of the Item File Maintenance document for information about the **Mfr#** field. Note: If a value is entered for the **Document Sort:** field (see below), it will override the value entered for the **Sort PO By MFR #1?** field.
- 8. To allow vendors access to the distributor's billing prices when the Vendor Portal application is used, enter Y for yes in the **Portal Show Prices?** (1,a) field.

- 9. Enter one of the following values for the **Document Sort:** (1,a) field to designate the order in which items are listed on the vendor's purchase orders, receiving documents and buyer guides:
  - A Alphabetical by item description.
  - L Item location.
  - *I* Item number.
  - *B* Book heading code.
  - *M* Manufacturer's number.
- 10. Enter the password or code required by a vendor for submitting purchase orders by telephone for the **PIN** (15,a) field.
- 11. Press <Enter> when data entry is complete.
- 12. Press <Enter> when prompted to confirm. The Work With Vendors screen appears with the vendor's name highlighted if data is entered for any of the four text lines, or either the **PIN** or **Primary E-Mail** field.



13. Continue adding vendor notes, or press <F3> to exit. The Purchasing screen appears.

# **Working With Vendor Groups**

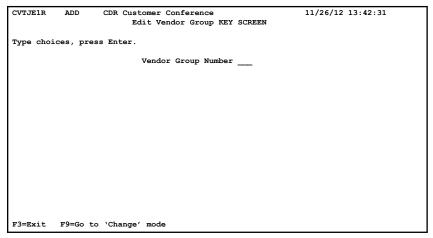
Vendor groups are used primarily to print buyer guides for a group of vendors. Refer to the Purchasing document for additional information.

After the vendor groups are created, they are linked to vendor records. Refer to Adding Vendor Records for information about the **Vendor Group** field.

- 1. Select option 5 (Purchasing System) from the Main Operations Menu screen. The Purchasing screen appears.
- 2. Select option 11 (Work With Vendor Groups) from the Purchasing screen. The Work With Vendor Groups screen appears with the *No data to display* message if no vendor group records were previously added.

CVTIDER DISPLAY CDR Customer Confe	erence	11/21/12 16:01:20
Work with	n Vendor Groups	, ,
Vendor Group Name	Group#	
Type options, press Enter. 2=Edit		
F3=Exit F10=Add Vendor Group		
No data to display.		
NO data to display.		

Press <F10> (Add Vendor Group). The Edit Vendor Group KEY SCREEN appears.



4. Enter a unique group number for the **Vendor Group Number** (3,n) field, and press <Enter>. The Edit Vendor Group Details screen appears.

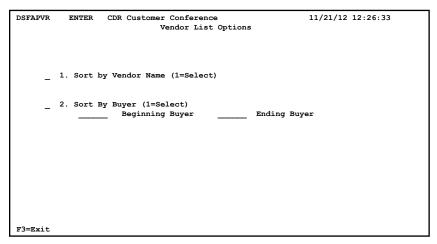
CVTJE1R	ADD	CDR Customer	Conference	11/26/12 13:49:32
		Edit	Vendor Group I	Details
Group Num	ber 110			
Type chan	ace proc	e Entor		
Type Chan	ges, pres	S Enter.		
Name .				
Address 1				
344 2				
City .				
State .				
Zip				
Email .				
Phone .				
Fax				
Non Parti	cipation	Group Y/N _		
F3=Exit	F12=Key	screen		
13-DAIC	112-Key	3016611		

- 5. Enter data for the following fields as desired for informational purposes only:
  - Name (35,a) vendor group's name.
  - Optional: Address 1 (30,a) first line of vendor group's address.
  - Optional: Address 2 (30,a) second line of group's address.
  - Optional: City (25,a) city of the group's mailing address.
  - Optional: **State** (2,a) state abbreviation of the group's mailing address.
  - Optional: **Zip** (5-9,n) the zip code and 4-digit extension of the group's mailing address.
  - Optional: **Email** (25,a) group's email address.
  - Optional: **Phone** (10,n) group's area code and telephone number.
  - Optional: Fax (10,n) group's area code and telephone for fax transmission.
- 6. If the vendors of the group are manufacturers designated as "non participating" for the purpose of reporting tobacco tax in Michigan, enter Y for the **Non Participation Group** (1,a) field.
- 7. Press <Enter>, and press <Enter> when prompted to confirm. The Edit Vendor Group KEY SCREEN screen appears.
- 8. Continue adding vendor group records, or press <F3> to exit. The Work With Vendor Groups screen appears.

# **Printing Vendor Lists**

The Vendor List Options application is used to print a list of all vendors or a list of vendors assigned to a range of buyers. The lists include vendor name, address, telephone number, fax number, dataline number, terms code, the user's customer number, contact, freight allowance, minimum order quantity and description, average lead time days, and order cycle.

- 1. Select option 21 (Purchasing Reports) from the Purchasing screen. The Purchasing Reports screen appears.
- 2. Select option 2 (Vendor List Options) from the Purchasing Reports screen. The Vendor List Options screen appears.



- 3. Enter *I* (Select) in the selection column next to **Sort by Vendor Name** to print an alphabetized list of all vendors, or enter *I* (Select) in the selection column next to **Sort By Buyer** to print a vendor list for one or more buyers.
- 4. If *I* was entered for **Sort By Buyer**, enter a buyer number for **Beginning Buyer** and **Ending Buyer** to limit the list to one or more buyers.
- 5. Press <Enter> to print.
- 6. Press <Enter> when prompted to confirm.

# Vendor List by Buyer

Name	SHERITAL         Phone Number         Number         One Cust         Vendor Contact I         Fright. Minimum Allow           ALTADIS USA         10.0 - 2373437         No 20X 10058         AVE Land Line         AVE Land Time Allow           P.O. BOX 10058         1 Terms Code 012         Fed.Id.         AVE.Land Time Allow           ALTANTA         10.0 Minimum ALTANTA         AVE.Land Line         AVE.Land Time ALTANTA           GA         AMERICAN SULF         Frax Number         AVE.Land Time ALTANTA         AVE.Land Time ALTANTA           GA         TOWNOOD CORP.         Terms Code 010         Fed.Id.         AVE.Land Time ALTANTA           PO. BOX 640115         AVE.Land Time ALTANTA         AVE.Land Time ALTANTA         AVE.Land Time ALTANTA           PO. BOX 640115         AVE.Land Time ALTANTA         AVE.Land Time ALTANTA         AVE.Land Time ALTANTA           P.O. BOX 640115         AVE.Land Time ALTANTA         AVE.Land Time ALTANTA         AVE.Land Time ALTANTA           BIRKINGHAM         AVE.Land Time ALTANTA         AVE.Land Time ALTANTA         AVE.Land Time ALTANTA           ALIA         AVE.Land Code 011         Fed.Id.         AVE.Land Time ALTANTA           ALIA         AVE.Land Code 012         Fed.Id.         AVE.Land Time								
State   Number   Nu	State   Stat								
No.   Allow, Quantity   No.   Allow, Quantity   Pax Number   Pax Num	No 237347   No 2410.   Allow. Quantity						1		Min.Desc.
Second   S	No 2373477   No 237246   No 23724	Number						Allow. Quantity	
Pax Number   Ped Lide   Ped Lid	Para Number   Para Number   Pad. Id.   Pad. Id.   Order Cycle	ALT001 ALTADIS USA		800 - 3	2373437				Blank
Parks Line   Patks Line   Patks Line	Paris Code 012   Fed. Id.   Ave.Lead Time	P.O. BOX 10058		Fax Num	oer				
### Team Number   Ped. Id.   Ped. Id.      Pax Number   Pax Number   Ped. Id.   Ped. Id.   Order Cycle	Fax Number  Data Line Terms Code 010  Fed. Id.  Ave. Lead Time Order Cycle  Ave. Lead Time Order Cycle  Fax Number  Data Line  Fed. Id.  Fed. Id.  Fed. Id.  Ave. Lead Time Order Cycle  Fed. Id.  Ave. Lead Time Order Cycle  Fed. Id.  Fed. Id.  Fed. Id.  Fed. Id.  Ave. Lead Time Order Cycle  Fex Number  Fex Number  Data Line Fed. Id.  Fed. Id.  Fed. Id.  Ave. Lead Time Order Cycle  Fex Number  Data Line Fed. Id.  Fed. Id.  Fed. Id.  Ave. Lead Time Order Cycle  Fex Number  Data Line Fed. Id.  Ave. Lead Time Order Cycle  Ave. Lead Time Order Cycle  Fex Number  Data Line Fex Number  Data Line Fex Number  Data Line Fex Number  Data Line Fex Number  Fex Number  Data Line Fex Number  Data Line Fex Number  Fex N			Data Lir	1e 0de 012	77 107 108		Ave.Lead Time	
Tax Number   Texms Code 010   Fed.Id.   Ave.Lead Time     38120	Sacration	AHNATHA			710 900				
Pax Number   Ped.Id.   Ped.Id.   Ave.Lead Time     38120	Pax Number   Data Line	AT MALLES							
Para Number   Para Number   Para Number	Pax Number   Pax Number   Pax Number     38120	AMERO1 AMERICAN SNUFF COMPANY							Blank
MEMORIS  MEMORIS  MEMORIS  MEMORIS  MEMORIS  MANUSCRIPT  P.O. BOX 640115  MATIONAL TOBACCO CORP.  MATIONAL TOBACCO INC.  CHICAGO	MEMPHIS  MEM	813 RIDGE LANE		Fax Num	)er				
NEMPHIS   SHID	NEMPHIS   SHIP			Data Lir	je Je			Ave.Lead Time	
MEMPHIS  NIMECADELY  LO BOX 640115  P.O. BOX 640115  P.O. BOX 640115  P.O. BOX 640115  P.O. BOX 640115  PATA Line  PATASBURG  P.O. BOX 1140  P.O. BOX 88856  P.O. BOX	MEMBERS  MEMBERS  MEMBERS  P.O. BOX 640115  Deta Line			Terms Co	ode 010	Fed.Id.		Order Cycle	
Para   1264   Para	Para	MEMPHIS							
CADBURY   Pax Mubber   Pax Mu	CADBIDITY   Data Line   Fed.Id.   Fed.Id.   Ave.Lead Tine	IN	38120						
P.O. BOX 640115         Fax Number         Pata Line         Ave.Lead Time           PITTSBURG         15264         Terms Code 010         Fed.Id.         Order Cycle           PA         15264         800 - 2382409         Ave.Lead Time           P.O. BOX 1140         Fax Number         Data Line         Ave.Lead Time           BIRMINGHAM         All         Ave.Lead Time         Ave.Lead Time           BIRMINGHAM         Bas - 536520         Ave.Lead Time           CHICAGO         II         Fax Number         Ave.Lead Time           CHICAGO         II         Terms Code 010         Fed.Id.         Ave.Lead Time           CHENVIEW         Ave.Number         Ave.Lead Time         Order Cycle           Data Line         Fax Number         Ave.Lead Time           P.O. BOX 88856         Fax Number         Fed.Id.         Order Cycle           CHICAGO         Bata Line         Fed.Id.         Order Cycle           CHICA	P.O. BOX 640115         Fax Number         Pata Line         Ave.Lead Time           PITTSBURG         Terms Code 010         Fed.Id.         Ave.Lead Time           PA         15264         800 - 2382409         Ave.Lead Time           P.O. BOX 1140         Fax Number         Ave.Lead Time           P.O. BOX 1140         Fax Number         Ave.Lead Time           BIRMINGHAM         Ave.Lead Time         Ave.Lead Time           BIRMINGHAM         Ave.Lead Time         Ave.Lead Time           BIRMINGHAM         Ave.Lead Time         Ave.Lead Time           BAI         Ave.Lead Time         Ave.Lead Time           CHICAGO         Ave.Lead Time         Ave.Lead Time           CHICAGO         Bata Line         Ave.Lead Time           CERNITEW         Ave.Lead Time         Ave.Lead Time           CERNITEW         Bata Line         Ave.Lead Time           CHICAGO         Bata Line         Fax Number           Data Line         Ave.Lead Time           CHICAGO         Bata Line         Ave.Lead Time			I					Blank
Data Line  Data Line  Data Line  Data Line  COMMOOD CORP.  D. O. BOX 1140  D. Data Line  DIATIONAL TOBACCO CO.  CHARLOGO  LILICAGO  CHERT CACIG  CHERT CAC	Pata Line   Pata	P.O. BOX 640115		Fax Num	oer.				
PLTYSBURG  PA   15264   800 - 2382409   Fed. Id.   Goder Cycle	PITTSDUG  PA  COMMODD CORP.  P.O. BOX 1140  PAL  NATIONAL TOBACCO CO.  IL  REPUBLIC TOBACCO INC.  IL  REPUBLIC TOBACCO INC.  IL  REPUBLIC TOBACCO INC.  IL  SWISHER INTERNATIONAL  IL  SWISHER INTERNATIONAL  PAL Number  Data Line  GLENVIEW  IL  SWISHER INTERNATIONAL  DATA LINE  SWISHER INTERNATIONAL  PAL Number  ANO. 875515  P.O. BOX 88856  P.O. BOX 88856  CHICAGO  IL  SWISHER INTERNATIONAL  PAL Number  ANO. 875515  P.O. BOX 88856  CHICAGO  IL  SWISHER INTERNATIONAL  PAL Number  ANO. 1040 Cycle  CHICAGO  IL  SWISHER INTERNATIONAL  PAL Number  ANO. 1040 Cycle  CHICAGO  CHICAGO  IL  SWISHER INTERNATIONAL  PAL Number  ANO. 60695 1856  CHICAGO  CHICAGO  IL  SWISHER INTERNATIONAL  PAL Number  ANO. 1040 Cycle  CHICAGO  CHICA			Data Lir	je			Ave.Lead Time	
PHITISBURG PAILINGHOM CORP.  P.O. BOX 1140  Pata Line  CHICAGO  IL REPUBLIC TOBACCO INC.  PAX Number  CHICAGO  GO025  SMISHER INTERNATIONAL  POL BOX 88856  P.O. BOX 88856  P.O. BOX 88856  CHICAGO  IL REPUBLIC TOBACCO INC.  PAX Number  Data Line  Terms Code E1  Fed. Id.  Ped. Id.  Ped. Id.  Ped. Id.  Ped. Id.  Ave. Lead Time  Order Cycle  Order Cycle  Order Cycle  Ave. Lead Time  Order Cycle  CHICAGO  IL REPUBLIC TOBACCO INC.  PAX Number  Data Line  Terms Code E1  Terms Code E2  Terms Code E3  Terms Code E2  Terms Code E2  Terms Code E3  Terms Code E2  Terms Code E2  Terms Code E3  Terms Code E2  Terms Code E3  Terms Code E4  Terms Code E3  Terms Code E3  Terms Code E3  Ter	PHITISBURG PAITISBURG PAITISBURG PAITISBURG PAITISBURG P.O. BOX 1140 P.O. BOX 88856 P.O. BO			Terms Co	ode 010	Fed. Id.		Order Cycle	
PAM         15264         800 - 2382409         Ave.Lead Time           CONMOOD CORP.         Fax Number         Ave.Lead Time         Ave.Lead Time           P.O. BOX 1140         Pata Line         Ave.Lead Time         Ave.Lead Time           AL         NATIONAL TORACCO CO.         S246 230         Ave.Lead Time         Ave.Lead Time           IL         RAX Number         Data Line         Ave.Lead Time         Order Cycle           CHICAGO         IL         Fax Number         Ave.Lead Time           S301 RAVINE WAY         Fax Number         Ave.Lead Time           GIENVIEW         G0025         Fax Number         Ave.Lead Time           JI         Fax Number         Ave.Lead Time           P.O. BOX 88856         B00 - 8745515         Ave.Lead Time           P.O. BOX 88856         Fax Number         Ave.Lead	PAM         15264         800 - 2382409         Ave.Lead Time           P.O. BOX 1140         Fax Number         Ave.Lead Time         Ave.Lead Time           P.O. BOX 1140         Data Line         Fed.Id         Ave.Lead Time           BIRMINGHAM         AL         AL         Ave.Lead Time         Order Cycle           AL         Data Line         Fed.Id         Ave.Lead Time         Order Cycle           CHICAGO         LI         Fed.Id         Fed.Id         Order Cycle           LI         REPUBLIC TOBACO INC.         Fax Number         Ave.Lead Time           CHICAGO         LI         Fed.Id         Order Cycle           2301 RAVIRW MAY         Fax Number         Ave.Lead Time           CLENVIEW         Colors         Eax Number         Ave.Lead Time           Data Line         Fed.Id         Order Cycle           CHICAGO         Eax Number         Ave.Lead Time           SWISHER INTERNATIONAL         Fax Number         Ave.Lead Time           P.O. BOX 88856         Eax Number         Ave.Lead Time           CHICAGO         CHICAGO         Eax Number           Data Line         Fed.Id         Order Cycle           CHICAGO         Eax Number         Ave.Lead Time	PITTSBURG							
P.O. BOX 1140   Pax Number	National CORP.   State   Sta		15264						
P.O. BOX 1140         Fax Number         Data Line         Ave.Lead Tine           BIRMINGHAM         35246 230         888 - 553650         Ave.Lead Tine           AL         NATIONAL TOBACCO CO.         135 SOUTH LASSALLE         Fax Number         Ave.Lead Tine           CHICAGO         101         Fed.Id.         Ave.Lead Tine         Order Cycle           LL         Fax Number         Pata Line         Ave.Lead Tine           LB         Fax Number         Ave.Lead Tine           CHICAGO         BARB - 1258125         Ave.Lead Tine           LB         Fax Number         Ave.Lead Tine           CIERNVIEW         Fax Number         Ave.Lead Tine           SWISHER INTERNATIONAL         Fax Number         Ave.Lead Tine           P.O. BOX 88856         Fax Number         Ave.Lead Tine           CHICAGO         Fax Number         Ave.Lead Tine	P.O. BOX 1140         Fax Number         Ave.Lead Time           BIRMINGHAM         S5246 230         R88 - 5536520         Ave.Lead Time           AL         NATIONAL TOBACCO CO.         Rax Number         Ave.Lead Time           135 SOUTH LASSALLE         Fax Number         Ave.Lead Time           CHICAGO         IL         Fed.Id         Ave.Lead Time           CHICAGO         IL         REPUBLIC TOBACCO INC.         R88 - 1258125         Ave.Lead Time           S301 RAVINE WAY         Fax Number         Data Line         Ave.Lead Time           CLENVIEW         60025         R00 - 8745515         Ave.Lead Time           D.O. BOX 88856         Fax Number         Ave.Lead Time           D.O. BOX 88856         Fax Number         Ave.Lead Time           CHICAGO         Data Line         Fed.Id         Ave.Lead Time			800 -	2382409				Blank
Data line   Data	Data Line   Data	P.O. BOX 1140		Fax Num	ber				
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Size	BIRMINGHAM   35246 230   888 - 5536520   888 - 5536520   888 - 5536520   888 - 5536520   888 - 5536520   888 - 5536520   888 - 5536520   888 - 5536520   888 - 5536520   888 - 56674 2450   888 - 1258125   888 - 1258125   888 - 1258125   888 - 1258125   888 - 1258125   888 - 1258125   888 - 1258125   888 - 1258125   888 - 1258125   880 - 88856   88			Terms Co	ode 011	Fed. Id.		Order Cycle	
ALD  ALD  ALD  ALD  ALD  ALD  ALD  ALD	ALD  ALD  ALD  ALD  ALD  ALD  ALD  ALD	BIRMINGHAM							
NATIONAL TOBACCO CO.   888 - 5536520   NATIONAL TOBACCO CO.   Rax Number   Data Line   Terms Code 010   Fed.Id.   Order Cycle	NATIONAL TOBACCO CO.         888 - 5536520         Ave.Lead Time           135 SOUTH LASSALLE         Fax Number         Ave.Lead Time           CHICAGO         60674 2450         R88 - 1258125         Ave.Lead Time           LL         REPUBLIC TOBACCO INC.         Fax Number         Ave.Lead Time           2301 RAVINE WAY         Data Line         Ave.Lead Time           GIENVIEW         Terms Code E1         Fed.Id.         Ave.Lead Time           II         SWISHER INTERNATIONAL         Fax Number         Ave.Lead Time           P.O. BOX 88856         Bata Line         Fed.Id.         Ave.Lead Time           CHICAGO         Terms Code E2         Fed.Id.         Ave.Lead Time           Terms Code E2         Fed.Id.         Ave.Lead Time           Terms Code E2         Fed.Id.         Order Cycle           CHICAGO         Terms Code E2         Fed.Id.	AL							
135 SOUTH LASSALLE   Pata Line   Data Li	135 SOUTH LASSALIE   Pata Number     Data Line   Pata Line     Terms Code 010   Fed.Id.     Terms Code 010   Fed.Id.     Terms Code 010   Fed.Id.     SH8 - 1258125   Fax Number     Data Line   Ped.Id.     Terms Code E1   Fed.Id.     SWISHER INTERNATIONAL   Fax Number     SWISHER INTERNATIONAL   Fax Number     SWISHER INTERNATIONAL   Pata Line     Data Line   Ped.Id.     SWISHER INTERNATIONAL   Fax Number     Data Line   CHICAGO     Terms Code E2   Fed.Id.     Terms Code E3   Fed.Id.     Terms Code E4   Fed.Id.     Terms Code E5   Fed.Id.     Terms Code E	NAT001 NATIONAL TOBACCO CO.			536520				Blank
CHICAGO  LI  REPUBLIC TOBACCO INC.  2301 RAVINE WAY  GLENVIEW  IL  SWISHER INTERNATIONAL  P.O. BOX 88856  CHICAGO  CHICAGO  LI  SWISHER INTERNATIONAL  Data Line  CHICAGO  LI  SWISHER  Fed.Id.  Ave.Lead Time  Order Cycle  Cricago  Cricago	CHICAGO  IL  REPUBLIC TOBACCO INC.  REPUBLIC TOBACCO INC.  2301 RAVINE WAY  IL  SWISHER INTERNATIONAL  P.O. BOX 88856  CHICAGO  II  CHICAGO  Bata Line  Data Line  Data Line  Terms Code E1  Fed.Id.  Fed.Id.  Ave.Lead Time Order Cycle  Terms Code E2  Fed.Id.  Ave.Lead Time Order Cycle  Terms Code E2  Fed.Id.  Ave.Lead Time Order Cycle  III	135 SOUTH LASSALLE		Fax Num	oer				
CHICAGO  LI REPUBLIC TOBACCO INC.  2301 RAVINE WAX  GLENVIEW  LL SWISHER INTERNATIONAL  P.O. BOX 88856  CHICAGO  CHICAGO  LL SWISHER INTERNATIONAL  CHICAGO  CHICAGO  LL SWISHER INTERNATIONAL  LL SWISHER INTERNATIONAL  Data Line  CHICAGO  LL SWISHER INTERNATIONAL  LL SWISHER INTERNATIONAL  Data Line  CHICAGO  LL SWISHER INTERNATIONAL  LL SWISHER INTERNATIONAL  P.O. BOX 88856  CHICAGO  LL SWISHER INTERNATIONAL  Rax Number  Data Line  CHICAGO  LL SWISHER INTERNATIONAL  Rax Number  Data Line  Lems Code E2  Red.Id.  Ave.Lead Time  Order Cycle  LL LL Red.Id.  Ave.Lead Time  CHICAGO  LL L	CHICAGO  LL  REPUBLIC TOBACCO INC.  2301 RAVINE WAY  GLENVIEW  LL  SWISHER INTERNATIONAL  P.O. BOX 88856  CHICAGO  LL  CHICAGO  GO055  Red.Id.  GO0674 2450  Red.Id.  GO0674 2450  Red.Id.  GO0674 2450  Red.Id.  GO068 E2  Red.Id.  GO068 E2  Red.Id.  Ave.Lead Time  Terms Code E2			Data Lir	je je			Ave.Lead Time	
CHICAGO   CHIC	CHICAGO			Terms Co	ode 010	Fed. Id.		Order Cycle	
IL   60674 2450   RBB - 1258125   RBB - 1258125   REPUBLIC TOBACCO INC.   Fax Number   Data Line   Data Line   Terms Code E1   Fed.Id.   Order Cycle   IL   SWISHER INTERNATIONAL   Pax Number   Data Line   Terms Code E2   Fed.Id.   Order Cycle   CHICAGO   Data Line   Terms Code E2   Fed.Id.   Order Cycle   CHICAGO   Data Line   Terms Code E2   Fed.Id.   Order Cycle   IL   Order Cycle   Order Cycle   IL   Order Cycle   IL   Order Cycle   IL   Order Cycle   Order Cycle   IL   Order Cycle	IL   60674 2450   R88 - 1258125   REPUBLIC TOBACCO INC.   Fax Number   Pata Line   Data Line   Ave.Lead Time   Order Cycle	CHICAGO							
REPUBLIC TOBACCO INC.         888 - 1258125         Ave.Lead Time           2301 RAVINE WAY         Data Line         Ave.Lead Time           GLENVIEW         Terms Code E1         Fed.Id.         Order Cycle           IL         SWISHER INTERNATIONAL         800 - 8745515         Ave.Lead Time           P.O. BOX 88856         Fax Number         Data Line         Ave.Lead Time           CHICAGO         CHICAGO         IL         Terms Code E2         Fed.Id.         Order Cycle           IL         60695 1856         IL         IL         Ave.Lead Time         Order Cycle	REPUBLIC TOBACCO INC.   888 - 1258125	II	60674 2450						
2301 RAVINE WAY         Fax Number         Ave.Lead Time           Data Line         Terms Code         E1         Fed.Id.         Order Cycle           IL         SWISHER INTERNATIONAL         800 - 8745515         Ave.Lead Time           P.O. BOX 88856         Fax Number         Ave.Lead Time           CHICAGO         Terms Code         E2         Fed.Id.           IL         Terms Code         E2         Fed.Id.	2301 RAVINE WAY  Data Line  GLENVIEW  IL  SWISHER INTERNATIONAL  P.O. BOX 88856  CHICAGO  IL  SWEARCH CAGE  B.O. BOX 88856  CHICAGO  IL  Ave.Lead Time Order Cycle  Ave.Lead Time Order Cycle  Ave.Lead Time  CHICAGO  IL  Ave.Lead Time Order Cycle  It  It  Ave.Lead Time Order Cycle  IL  Ave.Lead Time Order Cycle  IL  IL  IL  Ave.Lead Time Order Cycle  IL  IL  IL  Ave.Lead Time Order Cycle  IL  IL  IL  IL  IL  IL  IL  IL  IL  I				1258125				Blank
Data Line   Pet. Id.   Pet. Id.   Ave. Lead Time	Data Line   Ped.Id.   Red.Id.   Ave.Lead Time   Terms Code E1   Fed.Id.   Order Cycle	2301 RAVINE WAY		Fax Num	oer.				
Terms Code E1 Fed.Id.   Order Cycle II.   SWISHER INTERNATIONAL   BAX Number   Data Line   Data Line   Terms Code E2 Fed.Id.   Order Cycle   Order Cycle   Order Cycle   Order Cycle   Order Cycle   Order Cycle   II.   60695 1856   Order Cycle   Order Cycle   Order Cycle   II.   Office   Order Cycle   Order	Terms Code E1   Fed.Id.   Order Cycle			Data Lir	Je			Ave.Lead Time	
SWISHER INTERNATIONAL   800 - 8745515   800 - 8745515	SWISHER INTERNATIONAL   60025   800 - 8745515   800 - 8745515			Terms Co		Fed. Id.		Order Cycle	
IL         60025         800 - 8745515         SWISHER INTERNATIONAL         Fax Number         Ave.Lead Time           P.O. BOX 88856         Data Line         Terms Code E2         Fed.Id.         Order Cycle           CHICAGO         IL         60695 1856         IL	IL SWISHER INTERNATIONAL P.O. BOX 88856  P.O. BOX 88856  Data Line Terms Code E2  CHICAGO  IL	GLENVIEW							
SWISHER INTERNATIONAL         800 - 8745515           P.O. BOX 88856         Fax Number         Ave.Lead Time           Data Line         Terms Code E2         Fed.Id.         Order Cycle           CHICAGO         II         60695 1856	SWISHER INTERNATIONAL       800 - 8745515         P.O. BOX 88856       Fax Number       Ave.Lead Time         Data Line       Terms Code E2       Fed.Id.       Order Cycle         CHICAGO       IL       60695 1856	IL	60025						
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CAGO 60695	CAGO 60695			Terms Co		Fed. Id.		Order Cycle	
60695	60695	CHICAGO							
		II							

# **Printing Vendor Address Labels**

The Vendor Address Label application (option 4 of the Label Menu screen) is used to print addresses on 2-1/2" by 15/16" labels with a printer with tractor feed capability.

```
User: JEANNINE
                          Menu: RPCV1
                                                    Date: 7/03/12
1. Customer Reports
111111111
                  2. Item Reports
3. A/R Reports
4. Billing Reports
THE ||
DAC ||
SYSTEM | |
111111111
                    Inventory Reports
                    6. Purchasing Reports
                    7. Tax Reports
                    8. Sales Analysis Reports
                     9. Labels
                    10. Order Books
                    MENU CALLS
                                            21.
19. Credit Reports
                     20. Salesman Reports
                     23. Dac Main Menu
                                            90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

1. Select option 9 (Labels) from the Reports screen. The Label Menu screen appears.

```
User: JEANNINE
                           Menu:LBLCV1
                                                      Date: 7/03/12
======== L A B E L
                                  M E N U <=========
                   1. Warehouse Bin Label
111111111
                   2. Retail Shelf Label
THE ||
DAC ||
                   3. Customer Address Label
SYSTEM ||
                   4. Vendor Address Label
                   5. Work With Retail Label Batches
111111111
                   6. Work With Bin Label Batches
                     MENU CALLS
19.
                                              21.
                      23. Dac Main Menu
                                             90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
==>
```

2. Select option 4 (Vendor Address Label) from the Label Menu screen.