Creating a New Supply Code

For each new supplier you will create a new supply code.

OPORDERMNT Option 4.

F6=Add Enter the Supplier (supply) Code, add a Description.

If this is a General Merchandise (GM) supply code set to Y.

Otherwise, leave it set to N. Press F10=Update to finish the set up.

Once you have set up the supply code you will need to add items to it. It is best if the items are in a range, but they could be a list of individual item numbers. If you have issues, use Moving an Item between Supply Codes document for this process.

## Special Order Control Set up

If the new code is for a direct-store vendor, or if an order requires special processing (EDI or FTP) to send to the vendor, you will need to set up a record in Special Order Control.

OPORDERMNT Option 4.

F8=Special Order Control

F6=Add

Enter the supply code, and the job name, F10=Update to finish set up.

**Note:** Number of Jobs, and Minutes between Jobs is currently only used by Select Sales.

## Add a Supply Code to an Order Group

When you create a new supply code you must add it to at least one order group before anyone can order from it.

OPORDERMNT Option 6

S=Select Group/Code next to the group you want to add the code to, press Enter.

F6=Add

Put a 1=Select next to the new supply code, press F10=Update.

Add the code to any group that will need to order from the supplier or item type.