Moving an Item between Supply Codes

Sometimes an item number, or range of numbers, may need move from one supply code to another. Usually the request will come from a buyer, or retail pricing.

OPORDERMNT Option 4

Use the Item # Search to find the item you need to move. Put the number in the search field and press Enter.

The program will list out any code (and the number range) that includes the item number.

Usually there is only one code for each item number.

There are exceptions for some stores and codes, using item number overrides, but these are rare.

Put an M in the Option field and press Enter.

Enter the item range you want to move. If you are moving one item put that number in both the Begin and End fields.

Then put in the Supplier (supply) Code that the number is moving to, and press F10=Update to complete the move.

The item will now be under the new supply code.