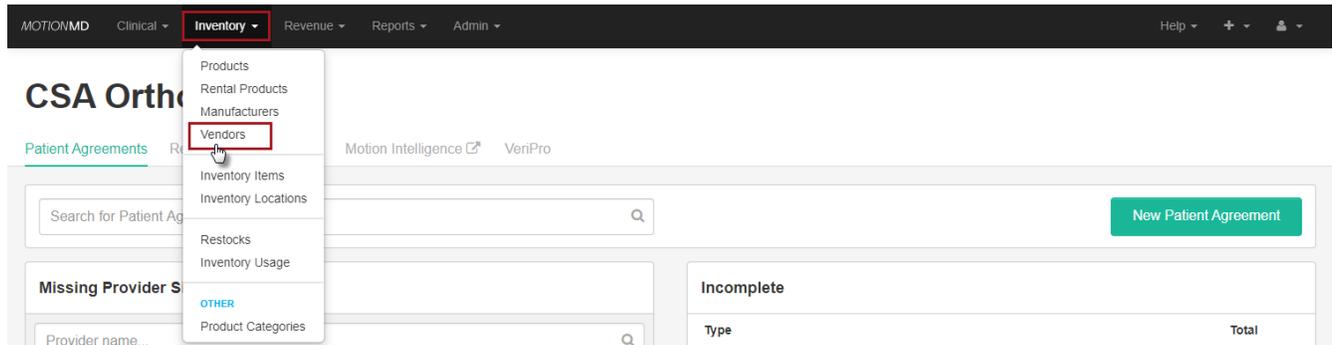


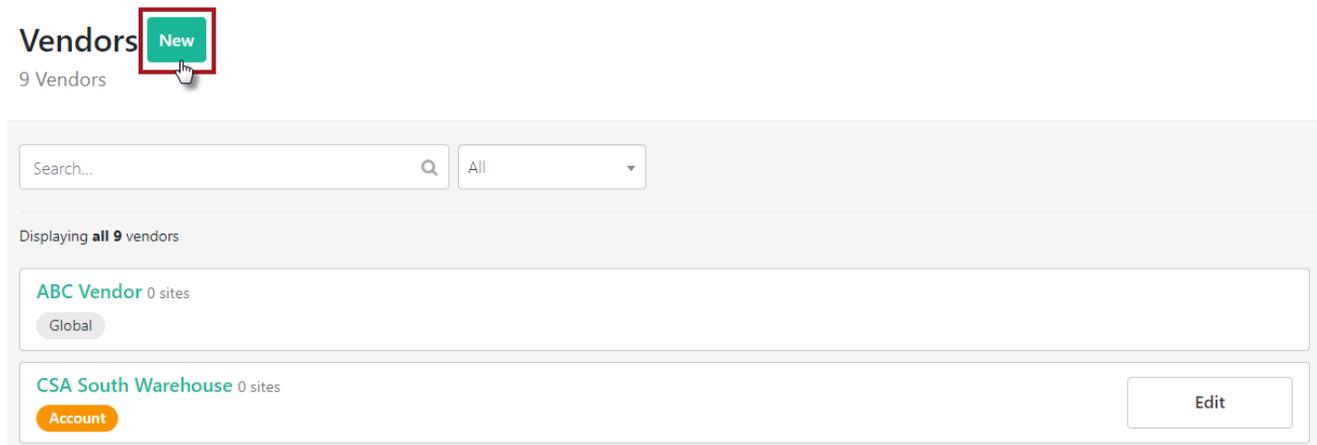
## CREATE A NEW VENDOR

A Vendor is created for all businesses an account orders from. To add a New Vendor, follow the steps outlined below.

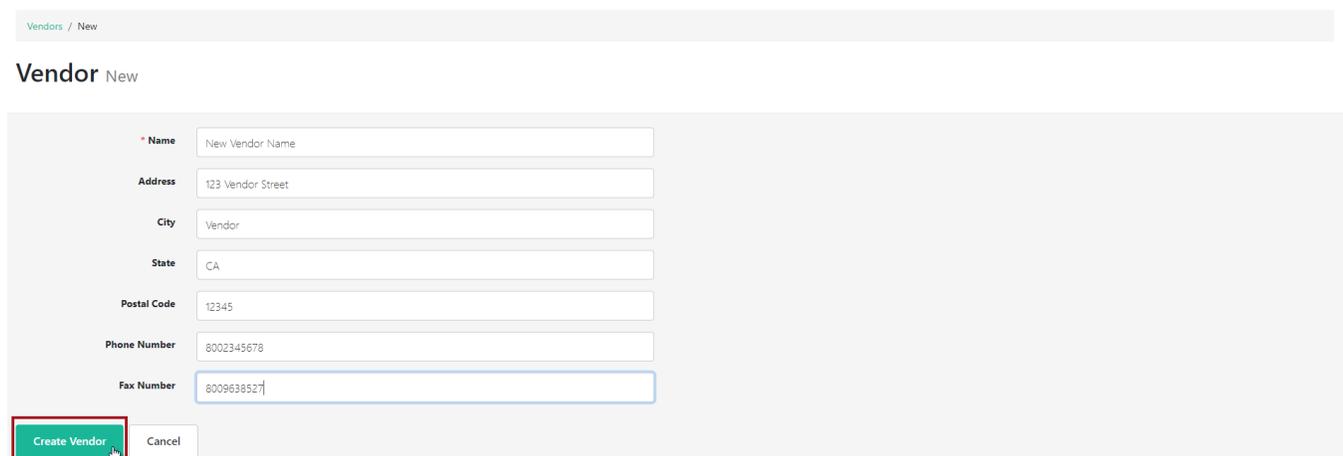
Go to the **Inventory Tab > Vendors**



To add New Vendor, select **New**



Add Vendor name and details, then **Create Vendor**



## CREATE A NEW VENDOR

After the vendor is successfully created add a **New Vendor Site**. The Vendor Site will contain information on the preferred method of transmission for the purchase order created under the vendor within MotionMD.

Add Vendor Site details and **Create Vendor Site**.

Once the Vendor site is successfully created, the **New Vendor Set-up** is complete. The vendor will now be available to select and set up Vendor Attributes on products.

NOTE: If there are multiple Inventory locations, the Customer References for the Vendor will need to be set under each Inventory Location to process an order.