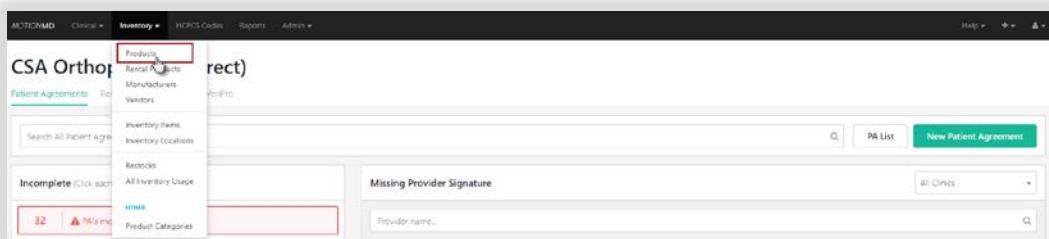


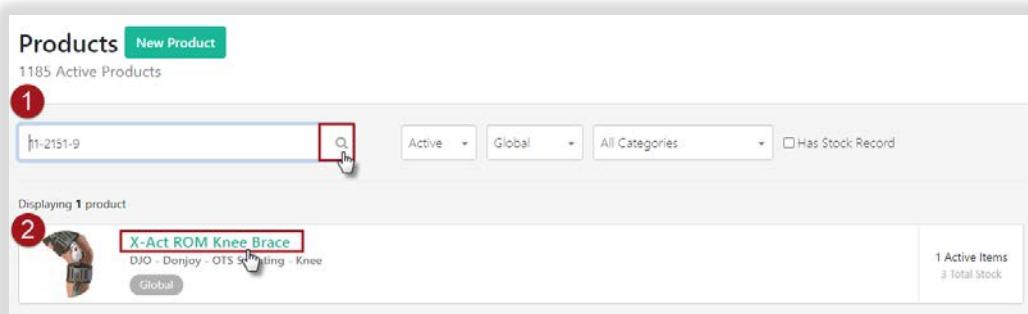
ASSIGNING A VENDOR PURCHASE ATTRIBUTE

A Vendor Purchase Attribute (VPA) is assigned to a product at the Inventory Item/SKU level. The VPA is utilized to set the ordering details (Vendor Purchase site, Unit of Measurement and Unit Purchase Price) for each SKU. The ability to edit and assign VPA's is based on roles assigned. Follow the steps outlined below to set or edit Vendor Purchase Attribute for a product(s):

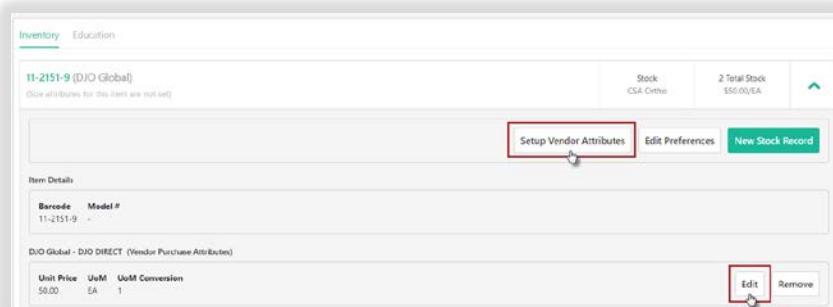
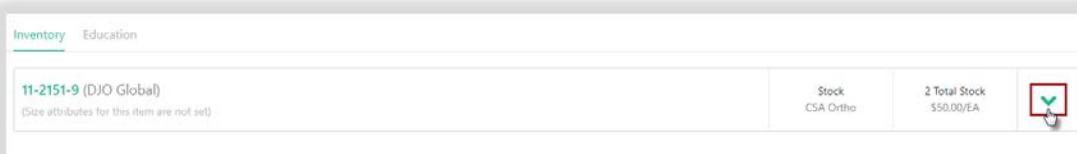
On the main navigation bar, select **Inventory > Products**:



Use the Search box to type in the product name or SKU and select the product from the list returned.



Once the Product has been selected, use the green down arrow to open additional options. Select **Setup Vendor Attributes** or **Edit** if the Vendor Attributes have already been set.



ASSIGNING A VENDOR PURCHASE ATTRIBUTE

A pop-up window will appear to set VPA's:

- Select **Vendor Site** using the down arrow
- **Unit of Measurement** can be updated from Each (EA) to Cases (CS) or Boxes (BX), as needed using the Add Stocking Units option.
- **Unit Price** – The purchase cost of the item
- Select **Save Changes**

Setup Vendor Attributes X

Select a vendor site.

Select Vendor Site

Unit of Measurement

EA Add Stocking Units

Unit Price

0.0

Vendor SKU

Close Save Changes 

To update or add multiple Vendor Purchase Attributes, please utilize the reference guide, [Vendor Purchase Attributes Upload Instructions](#).