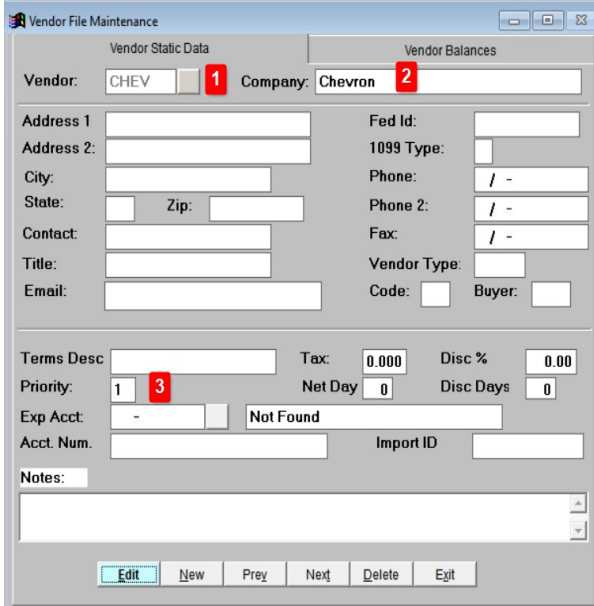# Add a New Vendor and/or Terminal

These are the steps required for creating new vendors or terminals for Rack Prices.
1. *Accounts Payable, File Maintenance, Vendors*
2. *Jobber, Master File Maintenance, Terminals, Add Chg Delete Terminals*
3. *Jobber, Rack Prices, Vendor Racks*

After these three steps are complete, you can manually enter a rack price or update them through a data import from either DTN or your vendor.

Accounts Payable, File Maintenance, Vendors, Add Vendors Add your new fuel vendor, if they do not already exist.	
1. Create a Vendor ID. The ID can be up to 6 characters of letters or numbers. 2. Enter the Vendor name. 3. Enter a payment priorty. All other fields are optional. You may enter them or not as you see fit.	

Jobber, Master File Maintenance, Terminals, Add Chg Delete Terminals
Add a terminal for your fuel vendor.

1. Enter the vendor ID.
2. Create a 3 character code for the terminal and type in here.
3. Enter a terminal description.
4. Enter the Tax Authority. Use the lookup function to see a valid list of taxing authorities.
5. Enter the City name where the terminal is located.
6. Enter the 2 digit state abbreviation for the terminal.
7. Enter the IRS License. If the terminal owner did not give you this number, call Petro-Data Support for assistance. If this is a Jobber, the IRS license number is not required. Mark 'Y' in the Jobber Code field below.
8. Click 'Y' for Use Time
9. Enter the Hour, Minute & 'M' when the rack prices change. Use the military time format (6p is keyed as 18). The field A/PM is 'M' for Military Time.

Jobber, Rack Prices, Vendor Racks
Add a new vendor rack for the new terminal.
Add each type of fuel that will be purchased
from this terminal. Fuel types are defined in
Inventory setup.

1. Enter the Vendor ID.
2. Enter the terminal that you created in the
    previous step.
3. Enter all fuel items that you will sell using
    this vendor and terminal. You can enter
    up to 25 items.

Alternative Method to Add Vendor Rack:
1. Inquire on existing vendor & terminal
    where the fuel item list will be the same
    for the new terminal.
2. Once it's displayed on the screen, click
    the DUPLICATE button at the bottom
    (see red arrow).
3. Enter the vendor and the terminal. Press
    Enter.
4. If needed, modify the fuel item list.

You can now manually input or import rack
prices.