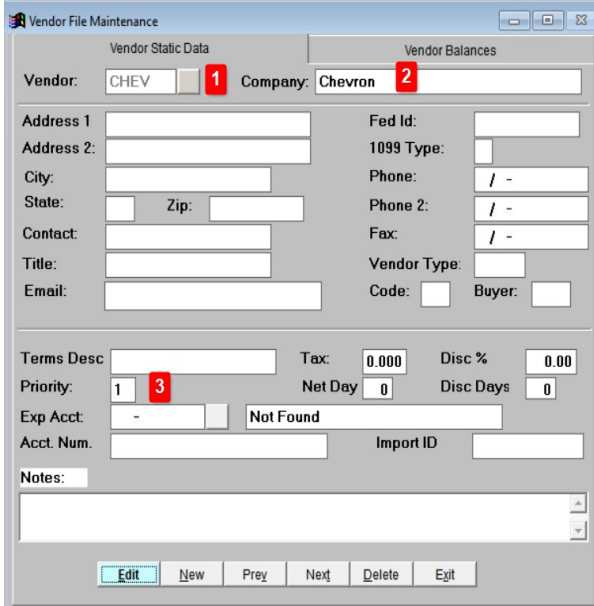


Add a New Vendor and/or Terminal

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.

<p><i>Accounts Payable, File Maintenance, Vendors, Add Vendors</i> Add your new fuel vendor, if they do not already exist.</p>	
<ol style="list-style-type: none">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 priority. <p>All other fields are optional. You may enter them or not as you see fit.</p>	

*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.

Terminal File Maintenance

Vendor: CHEV 1 Chevron

Terminal: SA 2

Description: SAN ANTONIO 3

Tax Authority: TEXAS 4 TEXAS

City Id:

City: SAN ANTONIO 5

State: TX 6 Zip:

IRS License No: T-74-TX-0000 7 State License No.

Use Time? Y 8 Hour 18 Min 00 A/P/M M 9

Jobber Code Pull Freight:

Export Authority

Zone 1 Zone 2 Zone 3

Edit New Next Prev Delete Exit

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.

The screenshot shows a software interface for adding a vendor rack. On the left, there is a form with the following fields: Vendor (BRAND), Brand Fuels, Terminal (SAZ), City Id, Superfund, Super Rate, OthChg Item, OthChg Rate, Disc Item, Disc Rate, and Last Date (06/02/2019). Red boxes with numbers 1, 2, and 3 highlight the Vendor, Terminal, and Brand Fuels fields respectively. On the right, there is a table titled 'Rack Items' with columns for Item, Type, Super, Oth, Dis, and Low. The table contains 23 rows, with the first five rows populated with data: Item 1 (E87), Item 2 (E89), Item 3 (E93), Item 4 (ULS), and Item 5 (B50). A red arrow points to the 'Duplicate' button at the bottom left of the interface.

Item	Type	Super	Oth	Dis	Low
Item 1	E87				
Item 2	E89				
Item 3	E93				
Item 4	ULS				
Item 5	B50				
Item 6					
Item 7					
Item 8					
Item 9					
Item 10					
Item 11					
Item 12					
Item 13					
Item 14					
Item 15					
Item 16					
Item 17					
Item 18					
Item 19					
Item 20					
Item 21					
Item 22					
Item 23					