## 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.	
<ol> <li>Create a Vendor ID. The ID can be up to 6 characters of letters or numbers.</li> <li>Enter the Vendor name.</li> <li>Enter a payment priorty.</li> <li>All other fields are optional. You may enter them or not as you see fit.</li> </ol>	Yendor File Maintenance       Vendor Static Data       Vendor Balances         Vendor:       CHEV       1       Company:       Chevron       2         Address 1       Fed Id:       1       1099 Type:       1         Address 2:       1099 Type:       1       1099 Type:       1         City:       Phone:       / -       7         State:       Zip:       Phone 2:       / -         Contact:       Fax:       / -         Title:       Vendor Type:       Email:       Code:         Buyer:       I       3       Net Day       0         Priority:       1       3       Net Day       0       Disc 7%       0.00         Priority:       1       3       Net Day       0       Disc Days       0         Exp Acct:       -       Not Found       Import ID       Venders:       Venders:       Venders:         Edit       New       Prey       Next       Delete       Edit       Venders:

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
- 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.

Vendor:	CHEV 1 Chevron
Terminal:	SA 2
Description	SAN ANTONIO 3
Tax Authority	TEXAS 4 TEXAS
City Id:	
City	SAN ANTIONIO 5
State:	TX 6 Zip:
IRS License No	T-74-TX-0000 7 State License No.
Use Time?	Y <mark>8</mark> Hour 18 Min 00 A/P/M M <mark>9</mark>
Jobber Code	Pull Freight:
Export Authority	
	Zone 2 Zone 3
Zone 1	

## 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.

Vendor       BRAND       1       E87       S       E87       S       S         Brand Fuels       Item 2       E83       S		Rack Items	Item	-	Гуре	Super	Oth	D
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