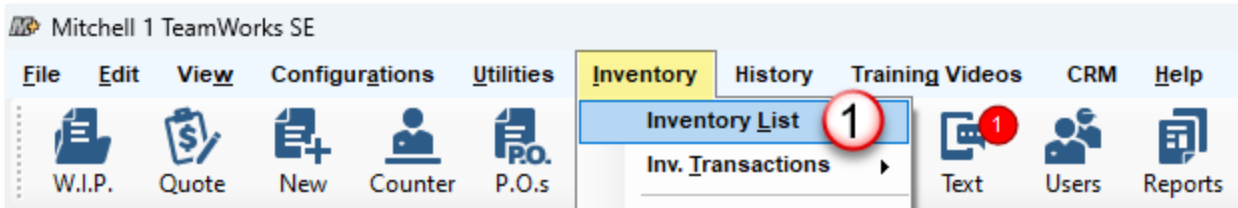


Updating Vendor Assignment on Inventory Part Records

This exercise is only necessary for customers who have saved inventory part records with legacy Nexpart assigned as the primary vendor. The end result is the Manager SE inventory part records will belong to Nexpart Enhanced as the vendor.

NOTE: ALWAYS backup your Manager SE database before making any significant changes.

1. Go to the Inventory menu and select **Inventory List**.



2. Select **Nexpart <Link - >** from the Vendor drop-down list; click the **Search** icon (or press ENTER) to get list.

NOTE: If you have in excess of 1000 Nexpart part records, set Limit results to 5000 so that you get them all in one round

3. Click on the **Update** button (bottom row) to continue with these selected part records.

Inventory List

Search Criteria:

Vendor: NexPart (NX) <Link - NX>

Category: < All >

Manufacturer: < All > Line Code: < All >

Part No.:

Description:

Size:

Limit results: 1000

Part No.	Description	Size	Line Code	Price	On Hand	On Order	Vendor
ATF	Auto Trans Fluid - Dexron			4.36	91.00	0.00	NexPart
ATFF	Auto Trans Fluid - Ford			4.36	48.00	0.00	NexPart
Bar1	Additive - Cooling Sys Lubricant/Conditioner		COO	17.54	2.00	0.00	NexPart
BFPT	Brake Fluid - Pint		COO	13.80	12.00	0.00	NexPart
BFQT	Brake Fluid - Quart		COO	13.20	22.00	0.00	NexPart
Blue	Silicone Sealer - Blue Low Temperature		COO	13.80	12.00	0.00	NexPart
Casyn	Eng Oil - Syntec Castrol		COO	15.13	24.00	0.00	NexPart
CCL	Carb. Cleaner		COO	5.69	24.00	0.00	NexPart
GO90w	Gear Oil			7.12	5.00	0.00	NexPart
PSF	Power Steering Fluid		COO	8.60	10.00	0.00	NexPart
Red	Silicone Sealer - Red High Temperature		COO	18.40	11.00	0.00	NexPart

Buttons: Print, Copy, Update, Add, Edit, Delete, Done

4. Select **Nexpart Enhanced <Link - >** from the Vendor drop-down list; then click **OK**.

Inventory List

Search Criteria:

Vendor: NexPart (NX) <Link - NX>

Category: < All >

Manufacturer: < All > Line Code: < All >

Part No.:

Description:

Size:

Inventory Update

This update will affect all parts shown in the current search list.

Primary Vendor: Nexpart Enhanced (NPE) <Link - Nexpart - Enhanced>

Price Update (%):

Line Code: <none>

Matrix Pricing:

- No Change
- Disable Matrix Markup
- Enable Matrix Markup and Update List Prices

Cancel OK

Part No.	Description	On Order	Vendor
ATF	Auto Trans Fluid - Dex	0.00	NexPart
ATFF	Auto Trans Fluid - Ford	0.00	NexPart
Bar1	Additive - Cooling Sys	0.00	NexPart
BFPT	Brake Fluid - Pint	0.00	NexPart
BFQT	Brake Fluid - Quart	0.00	NexPart
Blue	Silicone Sealer - Blue	0.00	NexPart
Casyn	Eng Oil - Syntec Castrol	0.00	NexPart
CCL	Carb. Cleaner	0.00	NexPart
GO90w	Gear Oil	0.00	NexPart
PSF	Power Steering Fluid	0.00	NexPart
Red	Silicone Sealer - Red High Temperature	0.00	NexPart

Print Copy Update Add Edit Delete Done

5. Click on **Yes** to the inventory records update confirmation.

Inventory List

Search Criteria:

Vendor: NexPart (NX) <Link - NX>

Category: < All >

Manufacturer: < All > Line Code: < All >

Part No.:

Description:

Size:

Limit results: 1000

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You are going to update 21 parts

Primary vendor will be set to 'Nexpart Enhanced'

Continue?

Yes No

Part No.	Description	On Order	Vendor
ATF	Auto Trans Fluid - Dexron	0.00	NexPart
ATFF	Auto Trans Fluid - Ford	0.00	NexPart
Bar1	Additive - Cooling Sys Lubricant/Condition	0.00	NexPart
BFPT	Brake Fluid - Pint	0.00	NexPart
BFQT	Brake Fluid - Quart	0.00	NexPart
Blue	Silicone Sealer - Blue Low Temperature	0.00	NexPart
Casyn	Eng Oil - Syntec Castrol	0.00	NexPart
CCL	Carb. Cleaner	0.00	NexPart
GO90w	Gear Oil	0.00	NexPart
PSF	Power Steering Fluid	0.00	NexPart
Red	Silicone Sealer - Red High Temperature	0.00	NexPart

Print Copy Update Add Edit Delete Done

Your Inventory List screen goes blank to reflect this change. The primary vendor update process is now complete.

To confirm the records now appear under Nexpart Enhanced, continue with the steps on the next page.

6. Select **Nexpart Enhanced <Link - >** from the Vendor drop-down list; click the **Search** icon (or press ENTER) to get list. The part records listed now belong to Nexpart Enhanced.

7. Click on **Done** to close the Inventory List screen.

Inventory List

Search Criteria:

Vendor: Nexpart Enhanced (NPE) <Link - NPE>

Category: < All >

Manufacturer: < All > Line Code: < All >

Part No.:

Description:

Size:

Limit results: 1000

Part No.	Description	Size	Line Code	Price	On Hand	On Order	Vendor
10w30b	Eng Oil - 10w30 Blended		COO	11.50	104.00	0.00	Nexpart Enhanced
10w30c	Eng Oil - 10w30 Castrol		COO	7.00	21.00	0.00	Nexpart Enhanced
10w30y	Eng Oil - 10w30 Prem		COO	7.36	6.00	0.00	Nexpart Enhanced
10w40c	Eng Oil - 10w40 Castrol		COO	5.52	49.00	0.00	Nexpart Enhanced
10w40v	Eng Oil - 10w40 Valvoline		COO	5.75	72.00	0.00	Nexpart Enhanced
20w50c	Eng Oil - 20w50 Castrol		COO	5.89	91.00	0.00	Nexpart Enhanced
20w50v	Eng Oil - 20w50 Valvoline		COO	5.89	91.00	0.00	Nexpart Enhanced
afc1/2	Anti-Freeze 1/2 Gal		COO	17.11	10.00	1.00	Nexpart Enhanced
ATF	Auto Trans Fluid - Dexron			4.36	91.00	0.00	Nexpart Enhanced
ATFF	Auto Trans Fluid - Ford			4.36	48.00	0.00	Nexpart Enhanced
Bar1	Additive - Cooling Sys Lubricant/Conditioner		COO	17.54	2.00	0.00	Nexpart Enhanced

Buttons: Print, Copy, Update, Add, Edit, Delete, Done