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**.

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<u>F</u> ile	<u>E</u> dit	Vie <u>w</u>	Configu	ir <u>a</u> tions	<u>U</u> tilities	Inventory	History	Trainir	ng Videos	CRM	<u>H</u> elp				
	1	IS.	徎.		4	Inventory List		1)		0	E				
w	.I.P.	Quote	New	Counter	P.O.s			• •	Text	Users	Reports				

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	a:									
Ver	ndor	NexPart (NX) <link -="" nx=""/>								
Cate	gory	< All >		- 🤰						
Manufact	urer	<all></all>	Code < All >	· (2)		Clear				
Par	t No.			<u> </u>						
Descrip	otion									
	Size					Limit results 1	000			
Part No.	Desc	cription	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	Addit	tive - Cooling Sys Lubricant/Conditioner		C00	17.54	2.00	0.00	NexPart		
BFPT	Brake	e Fluid - Pint		C00	13.80	12.00	0.00	NexPart		
BFQT	Brake	e Fluid - Quart		C00	13.20	22.00	0.00	NexPart		
Blue	Silico	ne Sealer - Blue Low Temperature		C00	13.80	12.00	0.00	NexPart		
Casyn	Eng C	Dil - Syntec Castrol		C00	15.13	24.00	0.00	NexPart		
CCL	Carb.	. Cleaner		C00	5.69	24.00	0.00	NexPart		
G090w	Gear	Oil			7.12	5.00	0.00	NexPart		
PSF	Powe	er Steering Fluid		C00	8.60	10.00 (3)	0.00	NexPart		
Red	Silico	ne Sealer - Red High Temperature		C00	18.40	11.00	0.00	NexPart		
						-				
				P	rint C	opy Update	Add E	dit Dele	te C)one

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

								_			
ver	ndor	NexPart (NX) <	Link - NX>				•	\odot			
Category < All > Manufacturer < All >		< All >		· ·							
		< All >	Line Code < All > Clear								
Par	t No.										
Descrip	otion		Inventory Update						×		
	Size		This update will affe	t all parts sho	wn in the o	urrent search	ı list.)		
Part No. 🔺	Desc	cription							Dn Order	Vendor	
TF	Auto	Primary Vendor Nexpart Enhanced (NPE) <link -="" enhanced="" nexpart=""/>							NexPart		
TFF	Auto	Trans Fluid - For	Price Undate (%)		Matrix Pricing					NexPart	
ar1	Addit	tive - Cooling Sy:	No Change (4)					.00	NexPart		
FPT	Brake	e Fluid - Pint	Fluid - Pint Line Code <none> V Disable Matrix M</none>				Markup		.00	NexPart	
FQT	Brake	e Fluid - Quart							.00	NexPart	
ue	Silico	ne Sealer - Blue						.00	NexPart		
asyn	Eng C)il - Syntec Castı						Cancel OK	.00	NexPart	
CL	Carb.	Cleaner				C00	5.69	24.00	0.00	NexPart	
090 w	Gear	Oil		7.12		7.12	5.00	0.00	NexPart		
SF	Powe	er Steering Fluid	ring Fluid		C00		8.60	10.00	0.00	NexPart	
ed	Silico	ne Sealer - Red I	High Temperature	iigh Temperature COO 18.40 11.00				11.00	0.00	NexPart	

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

	a:					_						
Vendor NexPart (NX) <link -="" nx=""/>						- (
Category < All > Manufacturer < All >				•		~						
		- Line	e Code < All >	•	С	lear						
Par	t No.											
Descrip	otion											
	Size					L	imit re	sults	1000			
			A Charles and	1 T			-			_		
art No. 🔺	Desc	cription	Witchell	I Teamworks SE			H	and	On Order	Vendo	r	
F	Auto	Trans Fluid - Dexron	You are going to update 21 parts				2		0.00	NexPar	NexPart	
FF	Auto	Trans Fluid - Ford					•		0.00	NexPart		
ar1	Addit	tive - Cooling Sys Lubricant/Condition	•	Primary vendor will be set to 'Nexpart En					0.00	NexPar	t	
PT	Brake	e Fluid - Pint			•		0.00	NexPart				
QT	Brake	e Fluid - Quart)					0.00	NexPar	NexPart		
ue	Silico	ne Sealer - Blue Low Temperature		6			- P		0.00	NexPar	t	
isyn	Eng C	Dil - Syntec Castrol			Yes	No	- 5		0.00	NexPar	t	
CL.	Carb.	Cleaner			C00	5.69	24.00		0.00	NexPar	t	
w 000	Gear Oil					7.12	5.00 0.00		0.00	NexPart		
SF	Power Steering Fluid				COO 8.60 10.00		0.00	0.00 NexPart				
	Silico	ne Sealer - Red High Temperature			C00	18.40	11.00		0.00	NexPar	t	

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.

nventory List								—		×	
Search Crite	eria:										
V	Vendor Nexpart Enhanced (NPE) <link -="" npe=""/> Category <all></all>										
Ca	tegory	< All >		• 1							
Manufa	acturer	< All > The second seco	e Code < All >	- 6		Clear					
P	art No.		,								
Desc	ription										
2000	Size					Limit results	1000				
	3120					Linitreauta	1000				
Part No.	Desi	cription	Size	Line Code	Price	On Hand	On Order	Vendor			
10w30b	Eng	Dil - 10w30 Blended		C00	11.50	104.00	0.00	Nexpart	Enhance	bs	
10w30c	Eng (Dil - 10w30 Castrol		C00	7.00	21.00	0.00	Nexpart	Enhance	ed	
10w30y	Eng (Dil - 10w30 Prem		COO	7.36	6.00	0.00 Nexpa		Enhance	ed	
10w40c	Eng (Dil - 10w40 Castrol		COO	5.52	49.00	0.00	Nexpart Enhance		ed	
10w40v	Eng (Dil - 10w40 Valvoline		C00	5.75	72.00	0.00	Nexpart	Enhance	ed	
20w50c	Eng (Dil - 20w50 Castrol		C00	5.89	91.00	0.00	Nexpart	Enhance	ed	
20w50v	Eng (Dil - 20w50 Valvoline		C00	5.89	91.00	0.00	Nexpart	Enhance	ed	
afc1/2	Anti-	Freeze 1/2 Gal		C00	17.11	10.00	1.00	Nexpart	Enhance	ed	
ATF	Auto	Trans Fluid - Dexron			4.36	91.00	0.00	Nexpart	Enhance	ed	
ATFF	Auto	Trans Fluid - Ford			4.36	48.00	0.00	Nexpart	Enhance	ed	
Bar1	Addit	tive - Cooling Sys Lubricant/Conditioner		C00	17.54	2.00	0.00	Nexpart	Enhance	ed	
						-	· U				
				Pr	int Co	py Update	Add Ec	lit Dele	te D	one	