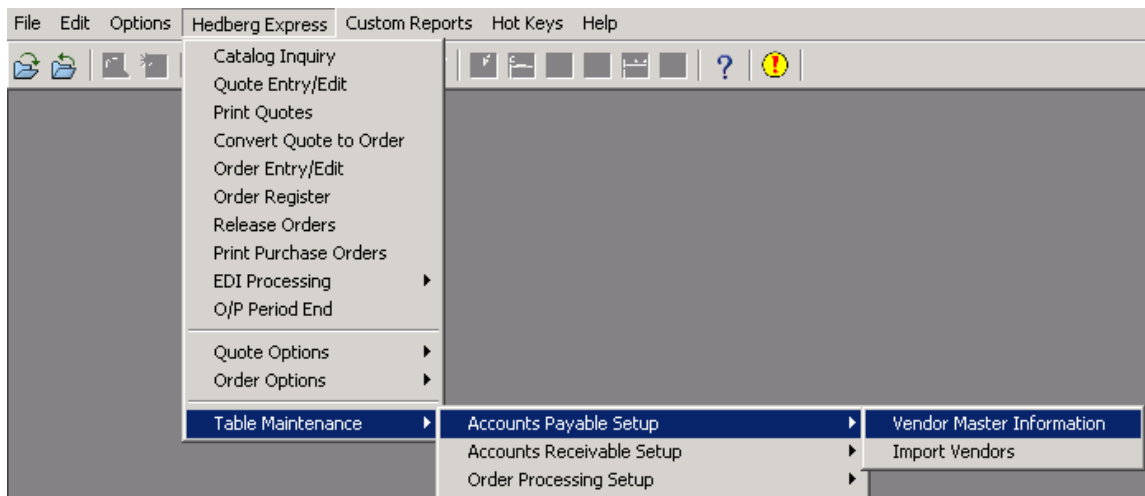


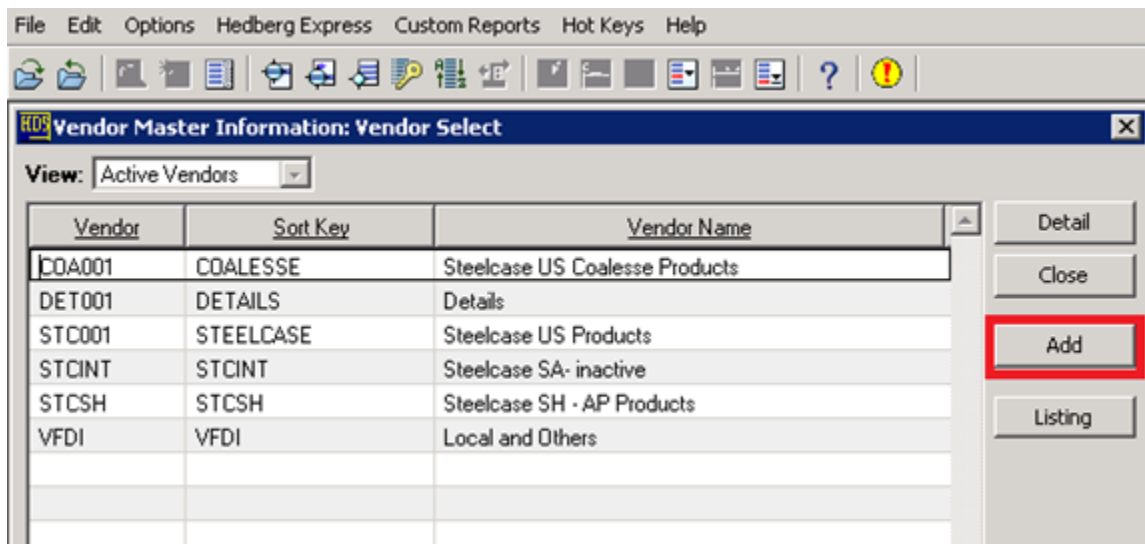
How to create vendor code in Hedberg Express System.

Note: to support COM mapping issue

Step 1: Go to Hedberg Express > Table Maintenance > Accounts Payable Setup > Select Vendor Master Information



Step 2: Vendor Master Information: Vendor Select screen appear and click to Add button.



Step 3: Vendor Master Details: Vendor Detail screen appear and update info for below field then click to More Details button

i. Vendor Number

ii. Sort Key

iii. Vendor Name

Vendor Master Detail: Vendor Detail

Vendor Number: * USMAHA Sort Key: * USMAHA ☐ Inactive
 Vendor Name: Maharam

Address
 Address 1:
 Address 2:
 City: Anchorage
 State: AK Alaska Postal Code: 99501
 Country Code: US United States

Vendor Contact
 Contact Selection: No Contact Select Contact
 Name:
 Email:
 Phone: Extension:
 Fax: Extension:

Your Account No: Tax Registration #:
 Vendor Terms Code: Last Purchase Date:
 Manufacturer Code: Currency: *

☐ Include in Vendor Info Inquiry

OK Add Modify Delete **More Details** Functions

Step 4: vendor Master Detail: More Details screen appear > select type of COM vendor Mapping group required then click OK button.

Vendor Master Detail: More Details

☐ 1099 Indicator ☐ Steelcase Vendor ☐ SFSI Vendor
☐ Exclude From Purge ☐ Allow Multiple Special Quote Numbers ☐ SFSI Collateral
☐ Transmit Check Stub Information ☒ Always Print A PO Hardcopy
☐ Print Non Negotiable Label on Checks ☐ Trade Vendor Require Order/Suffix in Vendor Invoice Entry
☐ Vendor Deposit Required Vendor Deposit Percent: 0.00%
 Allow Change PD: No COM Vendor Mapping: MAHARAM (513122)
Default Payment Method
☒ Check ☐ EFT

OK Query

Step 5: Exit from Vendor Master Details: Vendor Detail screen and you will find new vendor code been created. Click Close button to log off from Vendor Master Information screen.

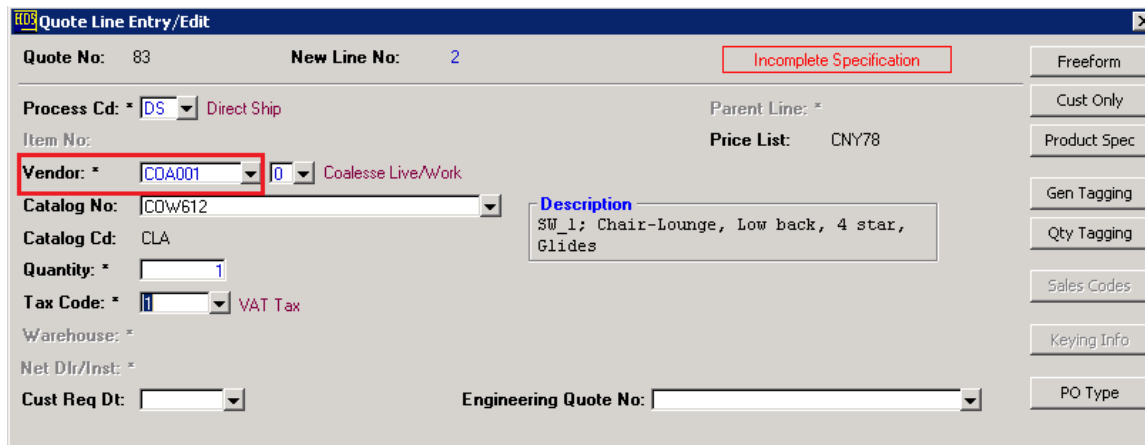
Vendor Master Information: Vendor Select

View: Active Vendors

Vendor	Sort Key	Vendor Name
COA001	COALESSE	Steelcase US Coalesse Products
DET001	DETAILS	Details
STC001	STEELCASE	Steelcase US Products
STCINT	STCINT	Steelcase SA- inactive
STCSH	STCSH	Steelcase SH - AP Products
USMAHA	USMAHA	Maharam
VFDI	VFDI	Local and Others

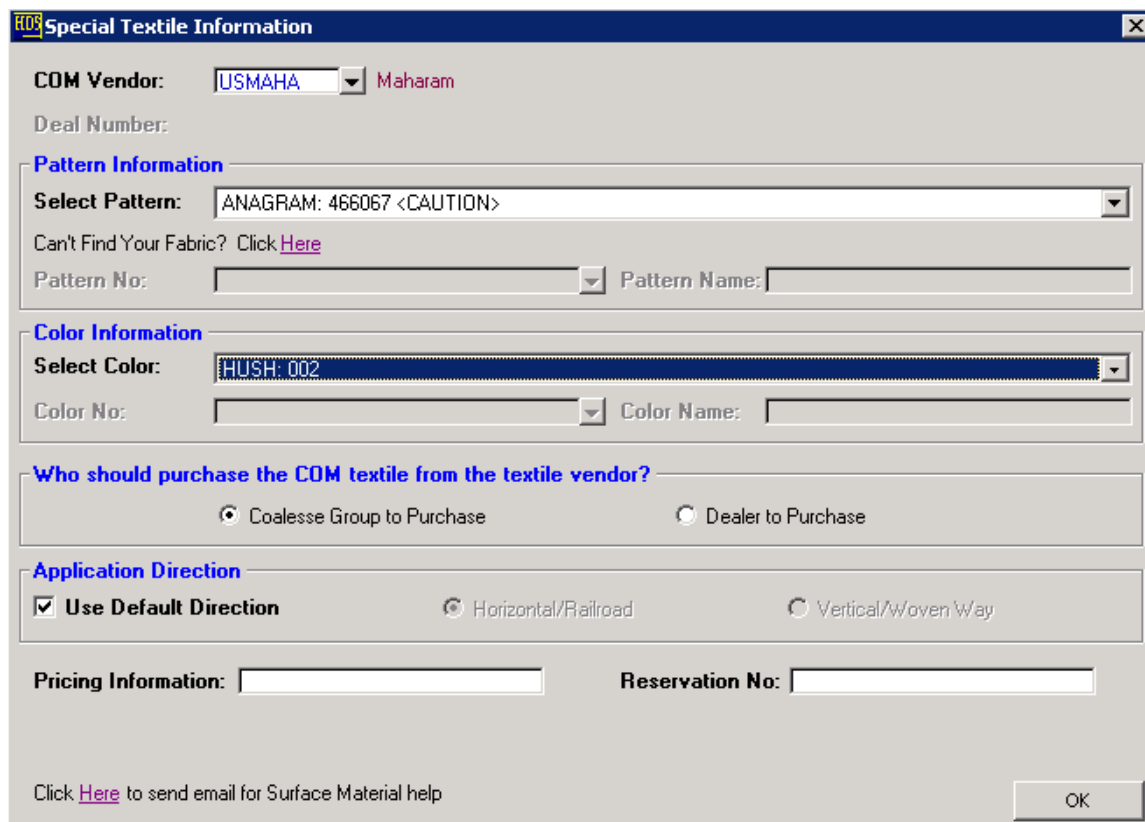
Detail
Close
Add
Listing

Step 6: Go back to Quote Line Entry / Edit screen and select your vendor code as per normal.



The screenshot shows the 'Quote Line Entry/Edit' window. At the top, it displays 'Quote No: 83' and 'New Line No: 2'. A red box highlights the 'Vendor' field, which is set to 'COA001'. Other fields include 'Process Cd: DS', 'Item No:', 'Catalog No: COW612', 'Catalog Cd: CLA', 'Quantity: 1', 'Tax Code: 11', and 'Warehouse:'. A description box on the right contains the text 'SW_1: Chair-Lounge, Low back, 4 star, Glides'. On the far right, there is a vertical column of buttons: 'Freeform', 'Cust Only', 'Product Spec', 'Gen Tagging', 'Qty Tagging', 'Sales Codes', 'Keying Info', and 'PO Type'. A red box also highlights the 'Incomplete Specification' warning at the top right.

Select COM vendor as per created and you may find pattern and color information accordingly.



The screenshot shows the 'Special Textile Information' window. It features several sections: 'COM Vendor' set to 'USMAHA' (Maharam), 'Pattern Information' with 'Select Pattern' set to 'ANAGRAM: 466067 <CAUTION>', 'Color Information' with 'Select Color' set to 'HUSH: 002', and a section for 'Who should purchase the COM textile from the textile vendor?' with radio buttons for 'Coalesse Group to Purchase' (selected) and 'Dealer to Purchase'. Below this is the 'Application Direction' section with a checked 'Use Default Direction' and radio buttons for 'Horizontal/Railroad' and 'Vertical/Woven Way'. At the bottom, there are fields for 'Pricing Information' and 'Reservation No.', and a link to 'Click Here to send email for Surface Material help'.