

[VIDEO] Merge Vendors

Last Modified on 09/22/2023 2:01 pm
CDT

Vendors must be unique. You can merge duplicate vendors to single vendor records for ease of management.

1. From the menu to the left, click **Tools**.
2. Select **Merge Vendors**. The Merge Vendors page opens.
3. In the **Source Vendor** section, select the vendor to merge.
4. In the **Destination Vendor** section, select the merge destination.

The screenshot displays the 'Merge Vendors' interface. At the top, a breadcrumb trail shows 'Tools > Merge Vendors'. Below this, a yellow warning banner states: 'All information from Source Vendor will be removed and merged with Destination Vendor'. The interface is divided into two main sections: 'Source Vendor' and 'Destination Vendor', each containing a table with 'Vendor Name' and 'Center' columns. In the 'Source Vendor' table, the row for 'Sams Club' with 'Mike's Minions' as the center is highlighted in blue. An arrow points from this row to the 'Destination Vendor' table, where the 'Sams Club' row is also highlighted in blue. Both tables include pagination controls at the bottom, with 'Showing 1 to 10 of 14 entries' for the source and 'Showing 1 to 8 of 8 entries' for the destination. A 'Merge' button is located in the bottom right corner of the interface.

Source Vendor		Destination Vendor	
Vendor Name	Center	Vendor Name	Center
Costco		Costco	
Kroger	Test Center 100	Kroger Denton	
Kroger Denton		mmtest	
mmtest		Sams Club	Mike's Minions
Sams Club	Mike's Minions	Sams Club	
Sams Club		test	
Stop It	Test Center 100	test add new vendor	
Target	Jess Center	Vinamilk	
test			
test add new vendor			

5. Click **Merge**.