



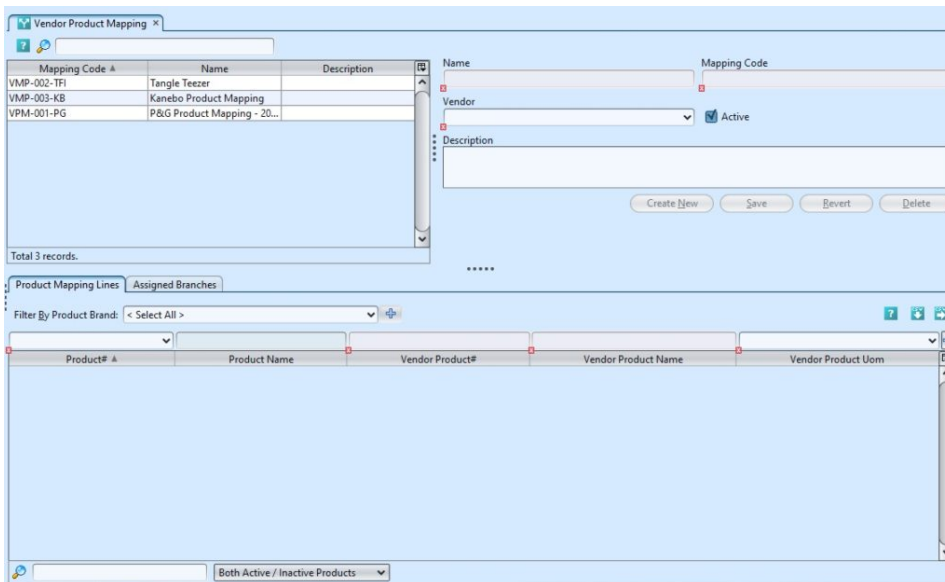


# Vendor Product Mapping

Vendor Product Mapping view allows the user to create and manage mapping scheme to associate vendor's products' numbers with company's products' numbers. Below are available actions for the user from Vendor Product Mapping view:

-  Create new vendor products mapping scheme
-  Update vendor products mapping scheme details
-  Delete vendor products mapping scheme
-  View and search for vendor products mapping scheme details

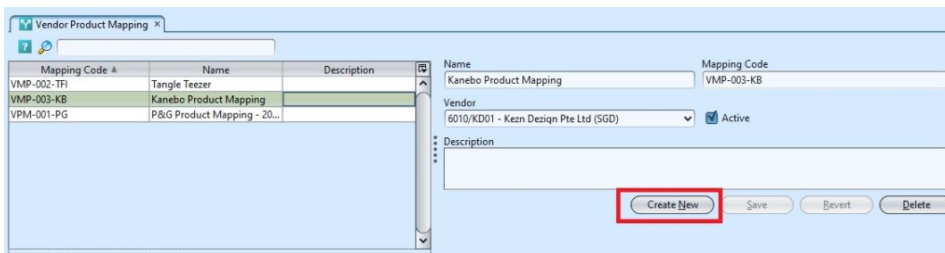


Field Name	Description	Mandatory Information
Name	The name of vendor product mapping scheme	Y
Mapping Code	The code of vendor product mapping scheme	Y
Vendor	The vendor of whom the product mapping scheme belongs to	Y
Active	Tick checkbox to activate the vendor product mapping scheme	Y
Description	Description of vendor product mapping scheme	N
Product Brand	Select product brand(s) to filter products	N
Product #	Product code of company	Y
Product Name	Product name of vendor	N
Vendor Product #	Product code of vendor	Y

Vendor Product Name	Product name of vendor	Y
Vendor Product Uom	Type of vendor product	Y

## Create New Vendor Products Mapping Scheme:

1. Click **“Create New”** at the top right side of screen, it will create new form for the scheme

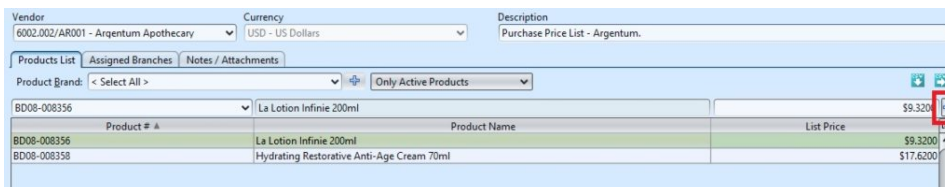


2. Fill up vendor product mapping’s information on top right of screen

3. Click **“Save”** button at the right side of screen


4. Filter the products list by selecting a brand from **“Product Brand”** drop-down list. Add product into the vendor product mapping scheme by searching for the product from the product number drop-down list in the table on **“Product Mapping Lines”** tab

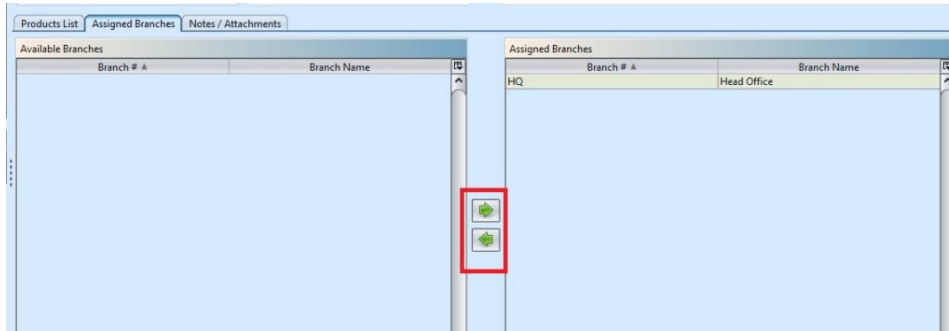
5. Enter the product’s info and click **“+”** button to add the product into the vendor product mapping scheme



6. Repeat steps 4-5 to add more products into the vendor product mapping scheme

7. On **“Assigned Branches”** tab, a default branch (e.g. HQ) has been automatically assigned for the new vendor product mapping. To assign another branch for

the vendor product mapping, select available branch from the bottom left table and click "  " button in middle of screen



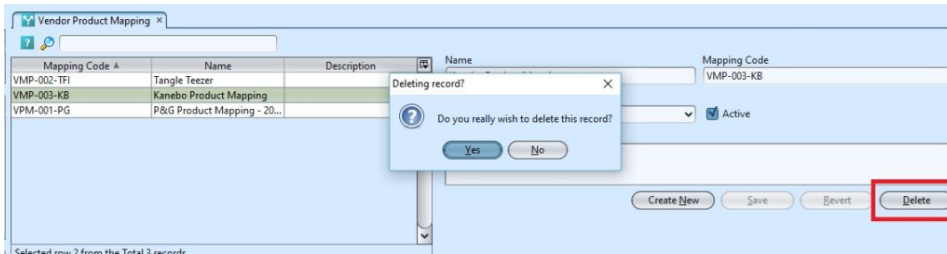
8. Click "**Save**" button at the right side of screen when done

## Update Vendor Products Mapping Scheme Details:

1. Double click on vendor product mapping scheme to be updated, it will bring up the selected vendor product mapping details on the screen
2. Click "**Save**" button at the right side of the screen when done with the updates

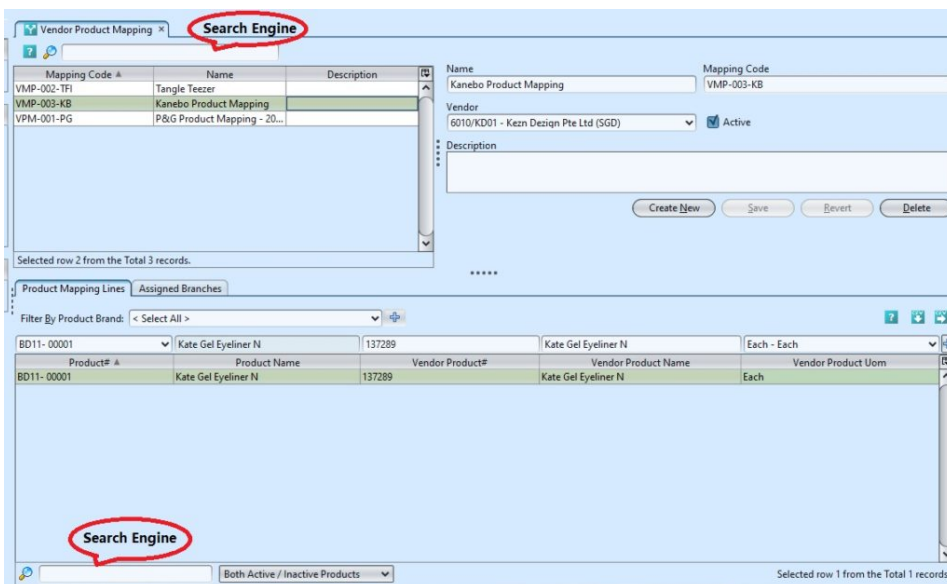
## Delete Vendor Products Mapping Scheme:

1. Double click on vendor product mapping scheme to be deleted, it will bring up the selected vendor product mapping details on the screen
2. Click on "**Delete**" button at the right side of screen
3. Click on "**Yes**" button on the pop-up window to confirm vendor product mapping scheme deletion

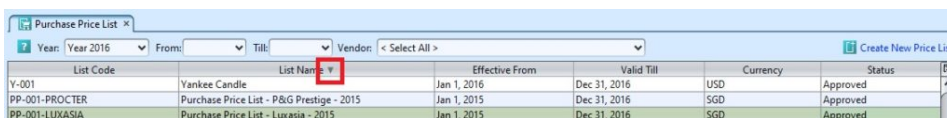


## View and Search for Vendor Products Mapping Scheme Details:

1. On top left of screen enter search parameter to filter the result, i.e. type in the vendor product mapping code in the search textfield box



2. Result can be sorted alphabetically by clicking the fields' columns



3. Double click on vendor product mapping scheme to view full details of the scheme, it will bring up the details on the screen

4. On bottom left of screen enter search parameter to filter the **"Product Mapping Lines"** result, i.e. type in the vendor product number in the search textfield

box

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