

# SCPS Users Guide

## Vendor Names for Purchase Orders

### Project Purchasing

Create a Contact with the Category "Vendor". Add the PO Make Name for the vendor.

Newly added products to the proposal will contain the Vendor info based on the relationship between the Vendor Make Name and the Make of the product.

Or the Vendor that was manually set on the product indicating that it should be purchased from another Vendor. Or you can manually set the Vendor here provide it was created in Contacts.

All Phases				Phase 1				Phase 2				Phase 3				Purchase Orders - All Products										PO	WO	SI				Home
Rick Schwamb Computer Technology, Inc. 1183.1-1.100														Create PO				Qty Remaining to Order				On Back Order				Leave						
Auto Set/Clear Qty to Order														Products 5				5				View P.O.'s										
PO Products				PO Parts				PO Wire																								
Phase		Make : Model								Project Qty Sold		Qty Staged		Remaining to Order		Qty to Order		Qty On Order		Qty Recvd to date		Qty on Back Order										
Zone - Area		Description		Finish		Vendor ?																										
3 Bathroom 2		Linn : Classik Movie System Knekt/connectable integrated				Linn Products		1 ea				1																				
3 Bathroom 2		Linn : Classik Speaker System Complete 5 speaker surround				Capitol Sales		1 ea				1																				
3 Bathroom 2		Sony : KV-27FS13 27 FD Trinitron® WEGA® TV				Sony Inc		1 ea				1																				
3 Bathroom 2		Sony : SLV-N99 VHS Video Cassette Recorder				Sony Inc		1 ea				1																				
2 Bathroom 3		Linn : Knekt RCU Knekt room control unit		White		Linn Products		2 ea				1				1						1										
2 Bathroom 3		Linn : Knekt Roomamp Room amplifier				Linn Products		2 ea				0				2						2										
2 Bathroom 3		Linn : Sekrit In-Wall Passive Pair of white Sekrit in-wall		White		Linn Products		2 pr				0				2						2										

### Setting up the Vendor Contact

Labels fields are self generating. That means that simply entering a value in a label field will cause it to be added to the pop up list for that field.

Create a contact for each of your Vendors and set the Category label to "Vendor". Contacts with the Category of "Vendor" will show up in the Product Library Alt PO Vendor list.

Enter the PO Make Name for Vendors. Matching this field with the name of the product enables the PO's to pick up the vendor information.

Holding your Shift Key down when selecting Make names from the pop up list enables you to select multiple makes that are purchases from this Vendor.

Find Contacts Duplicate Delete Contacts - Contact Detail 5 of 7 Prev/Next ? Home

New Contact New Task New POS **Patrica Snodgrass - Linn Products** Leave Merge

Contact Notes Transactions Other Info

Labels  
 ? Category **Vendor** Key  Class  Status  Group   
 PO Make Name **Linn** ID  Staff  Fav

Contacts  
 Company: **Linn Products** Web Address: **www.linninc.com/info (trade-only)**  

Fav	First Name	Last Name	Key	Title	Salutation	eMail Address	eMail
<input checked="" type="radio"/>	<b>Patrica</b>	<b>Snodgrass</b>	<input checked="" type="radio"/>			<b>patricia@linninc.com</b>	
<input type="radio"/>			<input type="radio"/>				
<input type="radio"/>			<input type="radio"/>				
<input type="radio"/>			<input type="radio"/>				

Address  
 Fav  
☒ Address 1: **8787 Perimeter Park Blvd.**  
 City: **Jacksonville**  
 State: **FL** Zip: **32216**  
 Country: **USA**  
☐ Address 2:   
 Copy 1>2 City:   
 State:  Zip:   
 Country:

Phone Numbers  
☐ Home Phone:  ext:  cc:   
☒ Work Phone: **904-645-5242** ext:  cc:   
☐  ext:  cc:   
☐  ext:  cc:   
☐ Mobile:   
☐ Other:   
 Radio ID#:   
☒ Fax 1: **904-645-7275**   
☐ Fax 2:

## Setting the Product in the Product Library

In order for Vendor info to appear on PO's you need to create a Contact for the vendor and set it's Category to Vendor. Then set the PO Make Name for that Vendor.

After you have done this it is not necessary to set the Vendor here in Products, unless you want to purchase this product from a different Vendor in Contacts.

Duplicate
Delete Product

Product Library - Product Detail

Replace Data
? Home

New Product

Linn

2 of 174

Leave
Return to List

5103 System Controller

Linn 5103 inc DTS, no RF demodulator (Black)

Audio : Amplifier : Surround Processor

Prev
Next

Product

Specs

Labor

Parts

Wire

Tasks

Make

Linn

Unique Model

5103 System Controller

SKU

Finish

Description

Linn 5103 inc DTS, no RF demodulator (Black)

Features

ABC

The heart of the finest multi-channel music and cinema systems providing powerful and flexible control and signal handling for hi-fi, home cinema and multi-room sound.

Set Group

Audio : Ampli : Surround Process

Classification

Product

Primary Install Class

3 Final

Alt PO Vendor

Purchasing Lead Time

7

Days

Tax A

Tax B

T

Favorite

A

Sort Order

m

Do not delete

Min Stock Qty

Staple Up Card

Max Stock Qty

Display Qty

Unit

ea

Net Price

Loading Calc

Loaded Sell Price

List

Adjustment Type

%

Sell

\$5,500.00

Minimum Sell

Min GP

%

\$

Net Cost

\$3,300.00

40.0% GP

\$3,300.00

Supplements

Labor

\$45.00

Parts

\$1,858.00

Wire

\$110.00

Labor

\$120.00

Labor

\$20.00

Labor

\$110.00

Installed Price

\$7,653.00

41.3% GP

?

☐ Phantom Product...  
Consolidate parts sell prices into the product Loaded Sell price

If Blank: Classification = Product

Supplier = Make

Tax = Taxed