



## Adding Vendors to efish:

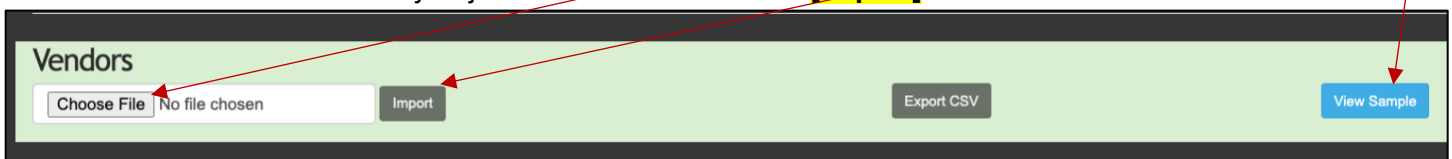
Each component (inventory item) must be linked to an existing vendor in efish (except Prep Items.) BEFORE efish will allow you to create components or import order guides or invoices manually OR via EDI, you must first add all your vendors to efish in one of the following ways:

### 1. Bring them in from AP software integration:

- With the efish Accounting Module, you can integrate Sage or QuickBooks company files with each of your efish locations. This will automatically bring in your chart of accounts and vendors directly from your AP software.
  - with this option you will not have to manually create or import your vendors, but you will be charged for the efish accounting module monthly.
  - *Reach out to [support@pointblanksoftware.com](mailto:support@pointblanksoftware.com) with a request to integrate with either Sage or Quickbooks > Specify whether you use the online or desktop version in your request email.*

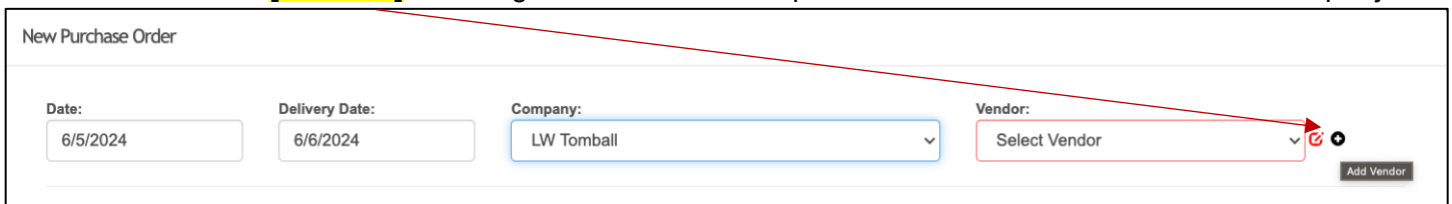
### 2. Create a Manually imported Vendor list in efish:

- If you do not wish to add the accounting module you can still import your vendors into efish manually by creating a formatted list for import into efish.
  - Navigate to <https://yourcompany.efish.biz/csvfile-accounting.php>
  - Click the **[View Sample]** button in the “Vendors” section to download an example CSV sheet, review the format and notes and use this to create a csv sheet listing each of your vendors in the correct format and save as csv for import.
  - Import into efish by clicking the **[Choose File Button]** to select the saved vendor list csv file you just created then click the **[Import]** button.



### 3. Or Manually Create each vendor individually in **[efish > Accounting > Purchase Orders]:**

- Click the **[Add New PO]** button (on the left under the date selector) and select your company.
- Click the **[+ button]** to the right of the Vendor Drop Down to add a new vendor for this company.





### Adding Vendors to efish:

- Be sure to fill out all applicable information for your vendor in the popup before clicking **[save]**.
  - you can come back and make edits to this vendor's info via **[efish > Accounting > Purchase Orders > Add New PO > Select company + vendor > edit button.]**

Company: LW Tomball	Vendor Name: Food Depot	Active: <input checked="" type="checkbox"/>	
Vendor Type: Select Type	Billing Term: Select Term	Tax ID: 1536	
Address			
Address 1: 4720 E Cotton Gin Loop	Address 2: #135	Address 3:	
City: Phoenix	State: Arizona	Zip: 85040	
Phone: 555-555-5555	Alternative Phone:	Fax:	
Email: vendorrepsemailforplacingPOs.email.com			
Company Name: AIM IT Services	Contact Person: Vendor Reps Name	Name On Check: Vendor Name On Check	Account Number: 12345
			Cancel Save

- Repeat this for all applicable vendors until you have added them all. *Don't forget to save each time!*

Once your vendors have been added, you can see which vendors a location has loaded in efish via **[Administration > Component Admin > Expand the import/export section at the top > select the company and click the vendor drop down]** which should show a list of all vendors.

<b>Import/Export</b>		
Company: LW Tomball	Vendor: Select Vendor	Export CSV