

Program Options

This is the first place you need to go before you can use Avonto Direct Connect software. It is easy to set up. To access program options click the Program Options icon along the top toolbar.



Company Information

The information displayed in these fields are the same information you used when you registered your program. This information will appear on your purchase orders. You can however edit these fields at anytime. It is always a good idea to contact your vendor directly to make sure they also have the updated information.

Phone Information

Enter in your Contact phone numbers and fax along with the starting number for your Purchase Orders. Duplicate purchase order numbers cannot exist and the software will warn you if a duplicate is tried to be used.

Bill To Information

Click the "Same as Company Information" button to automatically fill in the fields if the Bill To address is the same as your company address. Otherwise you can edit the information directly.

Ship To Information

Click the "Same as Company Information" button to automatically fill in the fields if the Ship To address is the same as your company address. Otherwise you can edit the information directly.

Registered Email Address

This is the email address which you supplied during the registration process and which all your confirmation emails will be sent to by your vendors. This must be a valid email address and can only be changed by either contacting the Avonto Direct Connect technical support, or re-installing and re-registering your software. DO NOT re-install your software if you want to keep any existing data. If you re-install your software, you will lose existing data.

Vendor Information & Ordering Defaults

This section is where you specify the vendors whom you order your supplies from.

Insert a New Vendor

Open the Program Options window if you are not already there. You MUST have your account number correctly filled in prior to sending any orders to a vendor. Please follow these steps:

1. Click the Insert button.
2. Select the vendor you want to use from the drop down list.
3. Enter the following information for each vendor:

- **Account Number:** This is the number your vendor uses to identify your account. If you do not have one, or cannot find it, you must contact your vendor directly. It is critical you enter in the correct account number.
 - **Please Note:** If your account number is **NOT** entered correctly, this could seriously result in delayed fulfillment, or no fulfillment of your order. Do **NOT** include a bogus account number in this field and send orders, otherwise you could be billed to the company information you entered in the above portion of the window.
 - **Send It!:** Do you want to set the program to send your orders electronically to this vendor? If so, click Y (Yes) in the Send It! Column otherwise select N (No). If a vendor is not set to receive orders yet electronically, you cannot select Yes for this vendor. However, you can set it to No and choose to Print the order to call or fax it in instead.
 - **Print:** Do you want to set the program to send your orders to the printer? If so, click Y (Yes) in the Print column otherwise select N (No). Make sure this option is set to Yes if the vendor is not yet set up to receive orders electronically.
 - **Type:** What is the default type you want to use for this vendor? For example if you mostly order Chop from the vendor, then select Chop from the drop down. When creating purchase orders, you can adjust your entries on the fly for specific items.
 - **Allowance:** Specify a default allowance in the Allowance column if your Type was Chop or Joined, otherwise leave blank. This too can be adjusted on the fly for specific items when creating a purchase order.
 - **Shipping Method:** Select your preferred default shipping method. Please keep in mind, this does not guarantee a vendor will use the selected Shipping Method. This is to let them know your preferred method if the option is available.
 - **Last Update:** This is not an entry field. This field will let you know the last time the vendor has made any updates to their items which they offer. Such updates include price changes, deletions and the addition of new items available for ordering.. Avonto Direct Connect checks daily for any vendor updates.
 - **Vendor Contact** is an entry field you can use if you have a particular representative you want to specify as the contact for that company.
4. Once you are finished setting your program options, please review them to make sure they are correct.
 5. Click Save & Close when finished. If you have added any new vendors, Avonto Direct Connect will download their data into your software at this point. (Keep in mind you must be connected online to download any information). Click the Create Purchase Order icon to view the vendor's data.

Delete a Vendor

There may be times when you no longer use a vendor and have no need to keep their data in your software. You can therefore delete a vendor by following these steps:

1. Open the Program Options window if you are not already there.
2. Highlight the vendor you want to remove.

3. Click the Delete button.
4. Now the vendor has been removed along with their data. You will no longer see them listed when you go to create a purchase order.
5. This does not delete any previous purchase orders for the vendor which had been created. These will still be found in your Purchase Order History window.

Change Defaults for a Vendor

Change vendor defaults from inside the Program Options window.

1. Locate the vendor listed and double click on the row.
2. Make changes to any default settings. Columns marked with an "*" can be edited.
3. When finished click Save and Close.