Add/Edit/Print Supply Vendors

To Add a New Vendor:

a. Go to **Barnestorm Office:** Select **Codes** > **Other Basic Codes** > **Vendors**
b. Select **Add a New Vendor**. The next available code will automatically fill in.
c. Key in all the information you have for that vendor.
d. If your supplies are imported, choose the appropriate option in the **Supplies Import** section.
e. Hit **Save** button

To Edit a Vendor:

a. Go to **Barnestorm Office:** Select **Codes > Other Basic Codes** > **Vendors**
b. Pull up the vendor by entering the code, or use the **Search** tab to find the code.
c. Make your changes, and hit **Save**.

NOTE: We do not recommend deleting a Vendor, once that Vendor has been in use. An option would be to include ***DNU** (Do Not Use) in the description as a visual aide to staff --to no longer use that code.

To Print Your Listing of Vendors:

a. Go to **Barnestorm Office**: Select **Codes > Other Basic Codes** > **Vendors**
b. Select the **Print Codes** button
c. Select the **Printer icon** (upper left of screen) to print. There are also options to Export to PDF or Email the report.
d. Hit **Close** or X in upper right portion of screen to Exit.

Barnestorm has supply integration with:
Medline: https://www.medline.com/pages/internet-drop-ship-program/
Neil Medical: http://www.neilmedical.com/

Knowledgebase
http://kb.barnestorm.biz/KnowledgebaseArticle51111.aspx