

## 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>