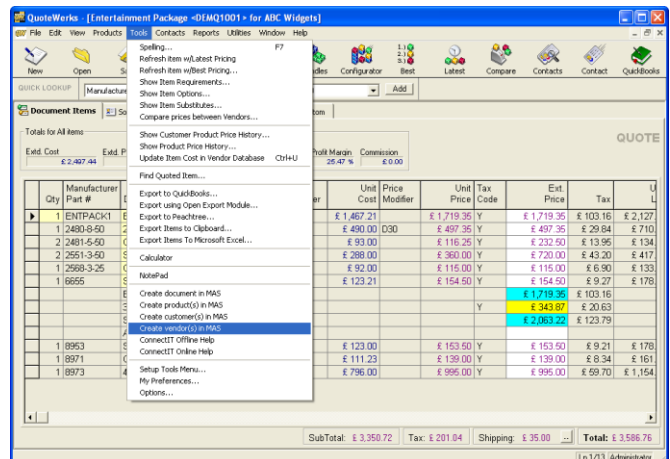# Step-by-Step Guide to the ConnectIt Create Vendor Wizard

The **ConnectIt Create Vendor Wizard** utility provides a way to create vendors in **Sage MAS**. To start the **ConnectIt Create Vendor Wizard** application, you can use the **Create vendor(s) in MAS** option from the **QuoteWerks | Tools** menu or browse to the **Start | All Programs | ConnectIt-MAS90** menu and click the **ConnectIt Create Vendor Wizard** option.

1.   Starting…

Click the **Create vendor(s) in MAS** option from the **QuoteWerks | Tools** menu.

This starts the **ConnectIt Create Vendor Wizard**.

2.   Welcome…

The **ConnectIt Create Vendor Wizard** guides you through creating a new vendor(s) in **Sage MAS**.

You will be asked for the following information for the new vendor(s):

- the Vendor's name and unique reference code
- the Vendor's address information
- the Vendor's contact and payment details

Not all the above information is mandatory. Vendors can be created with the minimum information and then further details can be added in **Sage MAS** at a later time.

Click **Next** to continue.

3.   Mandatory Information…

The following information is mandatory and must be entered before the **ConnectIt Create Vendor Wizard** can create a vendor(s) in **Sage MAS**.

- Vendor Name
- Vendor Number
- A/P Division

Once the above information has been entered, you can either click **Next** to continue adding vendor information into the following **ConnectIt Create Vendor Wizard** screens.

Alternatively, you can click **Finish** to create the vendor in **Sage MAS**.

4.   Vendor Address Details…

On the **vendor address details** screen, information can be entered or selected for:

- Address
- Zipcode
- Country
- Telephone
- Fax

This information is not mandatory.

Either click **Next** to continue entering information for the vendor or click **Finish** to create the vendor in **Sage MAS**.

5.   Vendor Contact Information…

On the **vendor contact information** screen, information can be entered or selected for:

- E-Mail
- Website

This information is not mandatory.

Either click **Next** to continue entering information for the vendor or click **Finish** to create the vendor in **Sage MAS**.
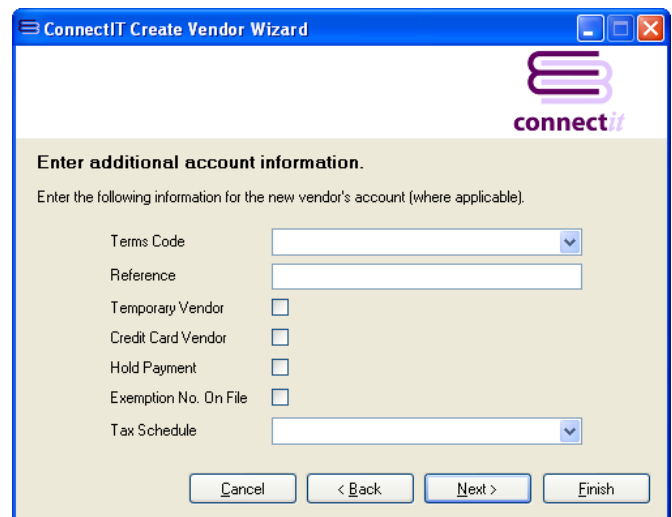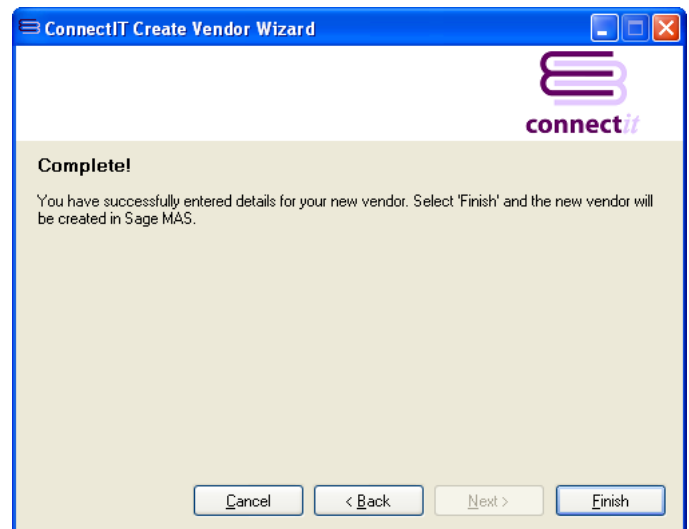
6. Enter Additional Account Information...

On the first **additional account information** screen, information can either be entered or selected for:

- Terms Code
- Reference
- Temporary Vendor
- Credit Card Vendor
- Hold Payment
- Exemption Number On File
- Tax Schedule

This information is not mandatory.

Either click **Next** to continue entering information for the vendor or click **Finish** to create the vendor in **Sage MAS**.

7. Complete!

The **ConnectIt Create Vendor Wizard** tells you that you have now entered all the information for your new vendor.

Click **Finish** to close the **ConnectIt Create Vendor Wizard** and create the vendor in **Sage MAS**.

8. Additional Vendors

Once you have finished entering information for your new vendor, the **ConnectIt Create Vendor Wizard** gives you the option to use the details you have just entered to create another vendor in **Sage MAS**.

Click **Yes** if you would like to do this. Otherwise click **No** to close the **ConnectIt Create Vendor Wizard.**