Comput-Ability® Estimate Systems Mechanical Insulation's Key Estimator™ - Version XV

MIKE™ XV Guide to setting up a new Vendor Code and importing a new Vendor's Prices.

Step 1: In the **MIKE™ XV** Tables module *open* Vendor Codes program in the Codes *dropdown menu.*

For an example the **Vendor Code ITW** for ITW Insulation Systems will be added to the Vendor Codes Table.

Step 2: Scroll through the Vendor Code table to detemine that the Vendor Code does not already exist.
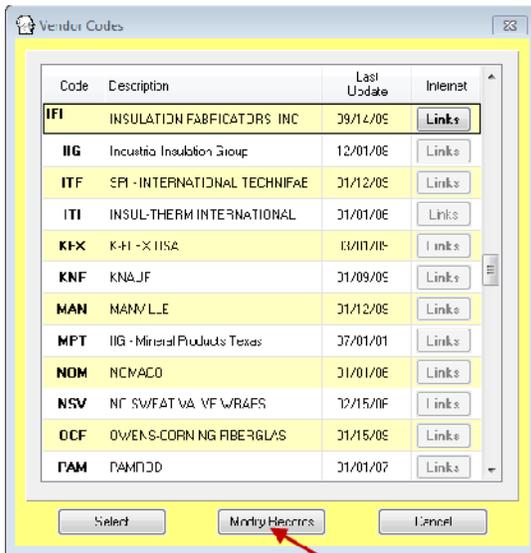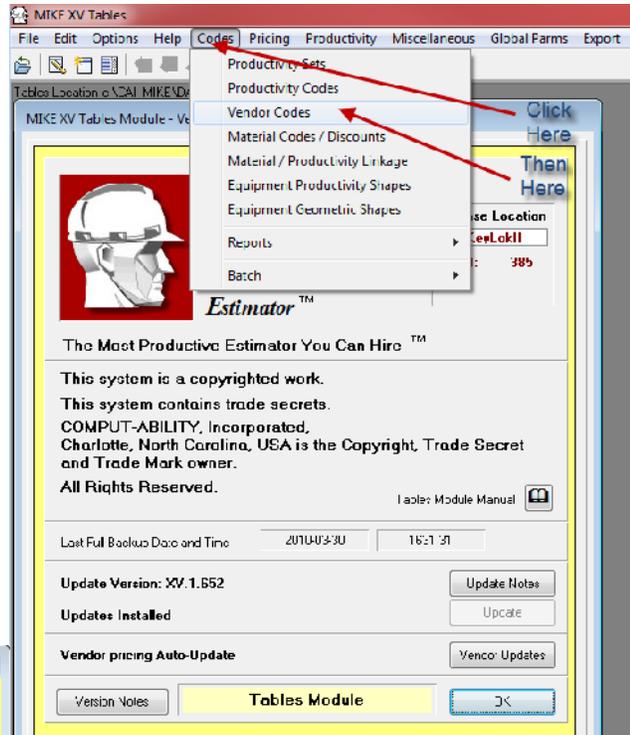
Step 3: *Click* on the **Modify Records** *button* to get program into modify mode.

A blank Vendor Code will open

Right Click with Mouse then Click on Create Record

Step 4: *Right Click* on the **Vendor Code** table and select **Create Record – F4** or *key* the **F4 function key** to open a new **Vendor Code** record.

Step 5: *Key* in the new **Vendor Code**.

The Description and Last Update can be left blank. They will be updated when the Vendor is Imported.

HOW	HOWRED CORP	06/30/95	Links
IFI	INSULATION FABRICATORS INC	09/14/09	Links
ITW		01/01/01	Links
IIG	Industrial Insulation Group	12/01/08	Links
ITF	SPI - INTERNATIONAL TECHNIFAB	01/12/09	Links

Key in new Vendor Code

Click on Exit button

Step 6: Exit the **Vendor Code** table program.
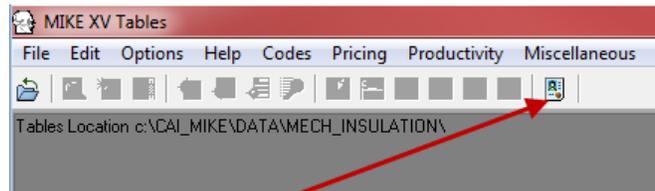
Click here to open Logo Screen

Step 7: *Click* on the **Open Logo Screen** *button* on the the *Button Bar*.

Step 7: *Click* on the **Vendor Updates** *button* in the **Logo Screen**.

Click on the Vendor Updates button

Step 8: If not already shown *key* in your **Username** and **Password**.

Enter Your Username and Password
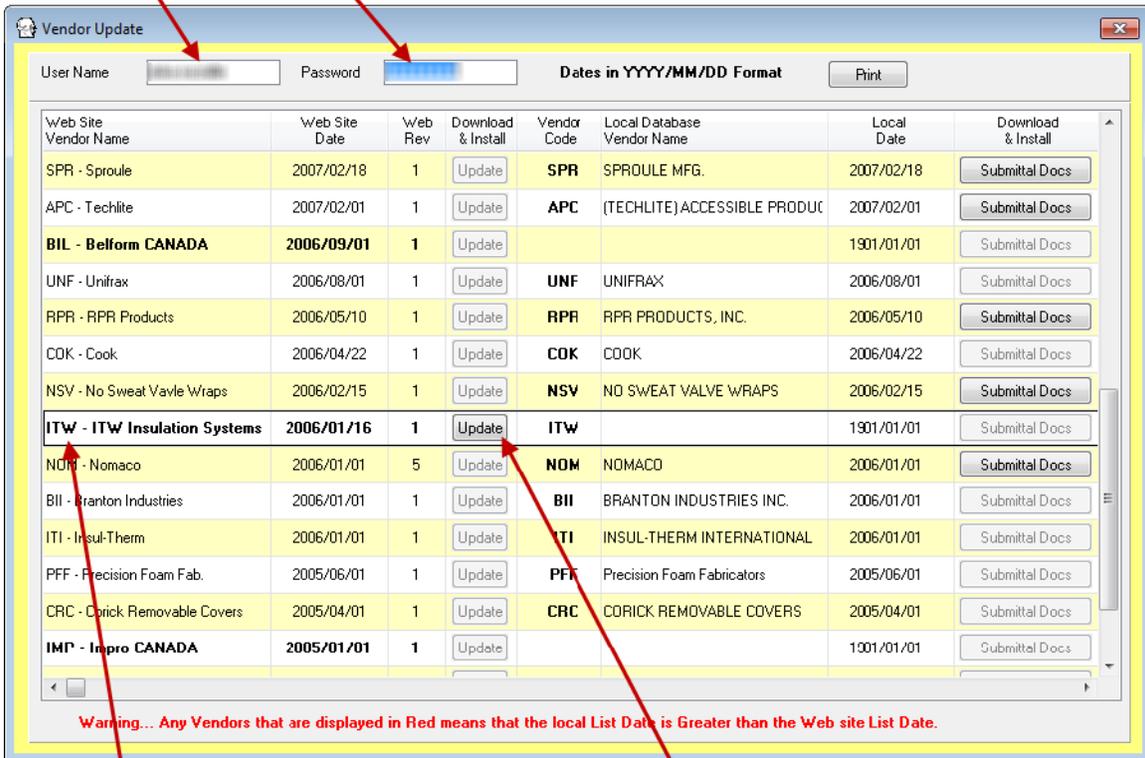
Scroll and find the Vendor Code ITW

Click on the Update button

Step 9: *Scroll* and find the **Vendor Code ITW** then *click* on the **Update** *button* in the **Vendor Princing Update** *screen*.

Click on the Ok button
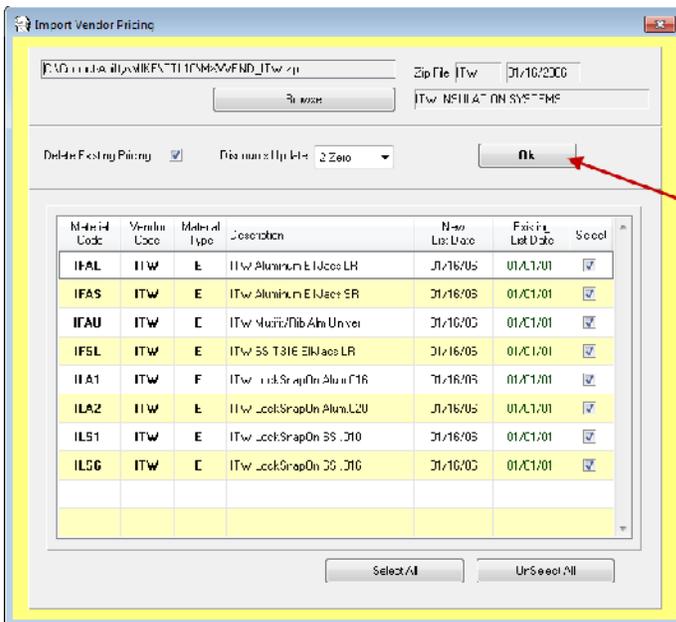
Step 10: *Click* on the **Ok** *button*.

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See the **MIKE™ XV Tables** module manual for more information on importing Vendor Prices.
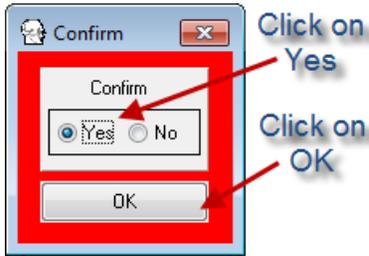
Step 11: *Click* on the **Yes** *radio button* in the the Confirm *screen.* Then *click* on the **Ok** *button.*

A **Please Wait** screen will display while the prices are imported.

Step 12: Exit Vendor Update program.
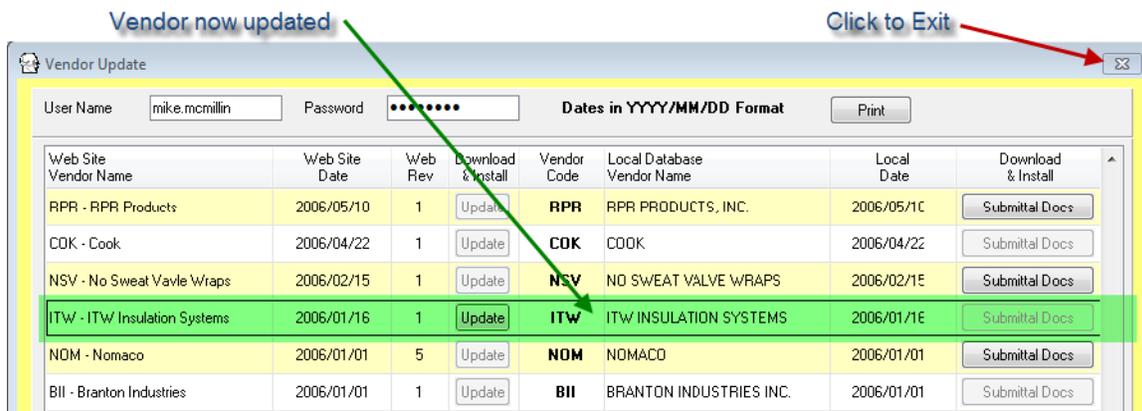
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