

Vendor Overview

The Vendor windows let you create records for wholesalers, manufacturers, and other inventory sources. You can also link a vendor record to a specific third party plan and set eligibility restrictions required for the vendor under the specified plan.

See Also

[Add a Vendor](#)

[Add a Vendor Third Party](#)

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Add a Vendor

To add a vendor record:

1. Select **Filecabinet > Vendor > Information**.

The system displays the Vendor Search window.

2. Search for the vendor and verify that the record does not currently exist.

3. Select **Add New**.

The system displays the Vendor Information window.

4. In the **Code** field, type the code you want to use to identify the record.

Note: For US stores, the first five digits of the NDC is generally used as the vendor code. For Canadian stores, the first five characters of the manufacturer's name is generally used as the vendor code.

5. In the **Name** field, type the name of the vendor.
6. Enter the information in the remaining fields as needed.
7. Select **Save**.

See Also

[Vendor Information Window](#)

[Add a Vendor Third Party](#)

Add a Vendor Third Party

To add a vendor third party record:

1. Select **Filecabinet > Vendor > Third Party**.

The system displays the Vendor Search screen where you can search for and select a vendor record. Once you have selected a vendor, continue to the next step.

2. In the **Plan Search** field, enter a full or partial name of the third party and select .

The system displays the Insurance Plan Search window.

Note: If a record for the third party insurance plan does not exist on your system, you must add one before you can save the vendor third party record.

3. Highlight the insurance plan from the results list and choose **Select**.
4. Set the **Vendor Eligible** option to **Yes, No, Prior Auth,** or **Prior Auth and Number**.
5. Select **Save**.

The system adds the information to the vendor's Third Party Record Profile table.

See Also



[Add a Vendor](#)

[Vendor Third Party Window](#)

Vendor Information Window

To access the Vendor Information window, select **Filecabinet > Vendor > Information**.

The following describes the fields on the Vendor Information window.

	Select to display the Vendor Search window where you can search for and select a different vendor.
Code	Vendor code or an abbreviation for wholesaler Note: The vendor code serves as the index for the vendor file and automatically cross-references each vendor to its respective drugs in the drug file. For US stores, the first five digits of the NDC is generally used as the vendor code. For Canadian stores, the first five characters of the manufacturer's name is generally used as the vendor code.
Name	Name of the vendor
Address	Vendor's address
City	City where the vendor's address is located
State	State where the vendor's address is located
ZIP Code	ZIP code of the vendor's address
Country	Country where the vendor's address is located
Contact Name	Name of the person to contact, such as the sales representative for this vendor
Phone Number	Vendor's phone number
Manufacturer	Manufacturer name that may be printed on labels and reports Refer to the claim form documentation for further information on specific claims use of this field.
Group	Code that groups vendor records for reports or processing
Price Code	Price code for drugs from this vendor Note: This field lets you tie pricing schemes to the vendor record and thus tie them to each drug manufactured by that vendor. (Those drugs for which the first five digits of the NDC matches the vendor's code.)
	Select to display the Price Code Search window where you can search for and select a price code.
Edi Version	Version of ASAP EDI the system uses to create electronic drug

orders for this vendor (Generally used for drug wholesaler vendors.)

Site

Site code the system uses for transmitting a drug order to this vendor (Generally used for drug wholesaler vendors.)



Select to display the Site Selection window where you can search for and select a site code.

**Vendor Item
Number Qualifier**

Product ID qualifier the system uses when placing an electronic drug order that tells the vendor what the item number from the reorder parameters record represents (Generally used for drug wholesaler vendors.)

Options include:

VN - Vendor's Item Number (default)

IN - Buyer's Item Number

N1 - NDC (4-4-2) (Ver 3.0)

N2 - NDC (5-3-2) (Ver 3.0)

N3 - NDC (5-4-1) (Ver 3.0)

N4 - NDC (5-4-2) (Ver 3.0)

ND - NDC (Ver 2.0)

NH - National Health Related Item Code

SV - Service Rendered

UA - UPC/EAN Case Code (1-4-6-1)

UG - Drug UPC Consumer Package Code (1-4-6-1) (Ver 3.0)

UH - Drug UPC Shipping Container Code (1-2-4-6-1) (Ver 3.0)

UI - UPC Case Code Number (1-1-5-5)

UN - UPC Case Code Number (1-1-5-5)

UP - UPC Consumer Package Code (1-5-5-1)

Note: The system uses the ID from this field if the **Item Number Qualifier** field on the drug reorder parameters record is blank.

**Include in
Prescribed Drug
Search Results**

Determines if the system includes drugs flagged as private label for this vendor that are in the search results on the Prescribed Drug Search window

By default, the system excludes private label drugs.

**Use in Inventory
Management**

Determines if you can reorder drugs from this vendor using the EPS inventory management feature

Note: If you clear this checkbox and select **Save**, the system searches for any drug record records that are linked to this vendor. If the system finds a record, it displays **There are Drug Reorder**

records linked to this Vendor. Continue with the Save and disable these Reorder records?.

Save

Select to save a new record or save changes to an existing record.

Undo Changes

Select to clear the information you entered and restore the fields with the last saved information.

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Vendor Third Party Window

To access the Vendor Third Party window, select **Filecabinet > Vendor > Third Party**.


The following describes the fields on the Vendor Third Party window.

Vendor Name	Name of vendor
	Select to display the Vendor Search window where you can search for another vendor.

Third Party Record Profile

Carrier ID	Third party carrier code
Plan ID	Insurance plan code
Bin	Bank identification number for the plan
Insurance Description	Description of the insurance plan
Vendor Eligible	Indicates if you can fill prescriptions using this vendor under this plan
	Select to add a new record. Note: You must select Add New before you begin entering information for the record you want to add.

Add a New Third Party Record

Plan Search	Enter the full or partial third party carrier code to use as search criteria.
	Select to display the Insurance Plan Search window where you can search for and select an insurance plan.
Vendor Eligible	Determines if you can fill prescriptions using this vendor under this plan Yes = vendor is eligible No = vendor is not eligible for this plan The system hard halts if you try to fill a prescription with this vendor under this plan. Prior Auth = vendor not eligible The system displays a hard halt that you can override with a prior authorization code. Prior Auth & Number = vendor not eligible

The system displays a hard halt that you can override with a prior authorization code and number.

Save

Select to save a new record or save changes to an existing record.

Undo Changes

Select to clear the information you entered and restore the fields with the last saved information.

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