

Setting up a Vendor as a Partner in Catalog Management

Step	Action
1.	Navigate to Catalog Management > Maintain Catalog Partners page. Click the Add a New Value tab. 
2.	Click in the Partner ID field. 
3.	The Partner ID is the digits without the leading zeroes of the Vendor ID , Enter 10073 into the Partner ID field.
4.	Click the Add button. 
5.	Enter the Vendor's full name as it appears in the Vendor tables. Use ALL CAPS. Enter FOLLET UNITED BOOKSTORE into the Company Name field.
6.	Enter your first name and your last name in the First Name and Last Name fields. Use ALL CAPS. Enter DAVID into the First Name field.
7.	Enter Reynolds the Last Name field.
8.	Enter a bogus email address in the E-mail Address field. Use the Vendor's name in the email address. This address must be unique. It cannot be shared with other Vendors/Partners. Enter FOLLET@AOL.COM into the E-mail Address field.
9.	Enter STATE into the SetID field.
10.	Click the Provide Catalog Information option. 
11.	Click the View Catalog Information option. 
12.	Click the Save button. 
13.	End of Procedure.