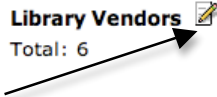


## Assigning Bar Code Ranges to a Vendor

Destiny allows you to reserve a range of barcodes for each of your vendors. Destiny skips these reserved barcode numbers when automatically assigning barcode numbers and when generating Unused Copy Barcode Labels.

### To Add or Edit vendor information:



1. Go to **Back Office** tab.
2. Choose **Site Configuration** from the left menu.
3. Choose the **Site Administration** subtab.
4. Click on the “edit” icon next to **Library Vendors**. 
5. To add a new vendor, enter the name of the vendor you wish to add to the list and the first barcode number in the range you are reserving for that vendor. Enter the number of barcodes you have reserved for that vendor. Click the **Save** button.

\* = Required Field

**\* Add Vendor**













**Starting Barcode**  [\[Follett Classic\]](#)

**# of Barcodes**

 Save  Close

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**Current Vendors...**

Vendor	Starting Barcode	Ending Barcode		
Amazon Kindle				
Harper Collins				
heinemann				
I.T. Equipment	T 660001	T 661000		
Penguin				
Perma Bound Books	T 8000	T 9999		

6. To edit a vendor’s name or their reserved barcodes, click the edit icon for that vendor. Click the **Save** button after you have made your changes.
7. (You can also reach this screen to add or edit vendor information from the **Add Copies** or **Edit Copies** screens. Click the **Other...** button next to the **Vendors** pull-down at the bottom of the screen.)