

Wholesale Admin

30/07/2025 11:35 am BST

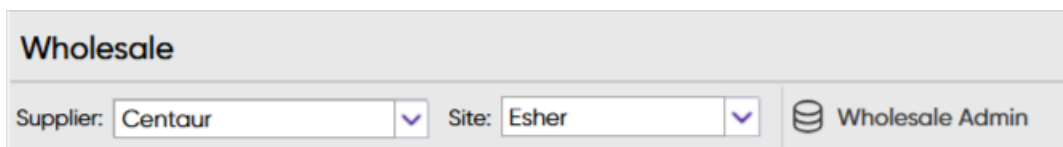
Summary

This area of Merlin is used to configure your practice's Wholesale Account settings.

Details

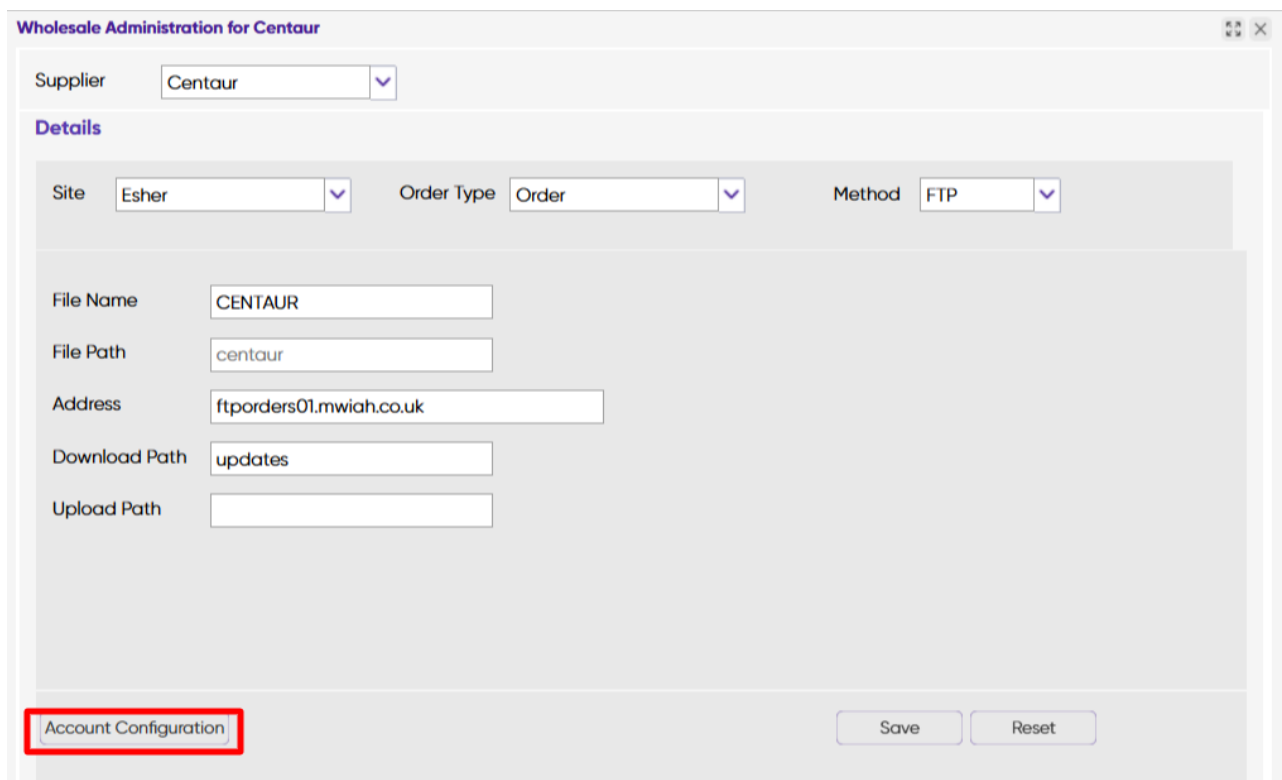
Configuring Wholesale Admin

1. Navigate to Inventory > Wholesale.
2. Select the 'Wholesale Admin' button.



The image shows a section of the software interface titled "Wholesale". Below the title, there are two dropdown menus: "Supplier:" with "Centaur" selected and "Site:" with "Esher" selected. To the right of these menus is a button with a database icon and the text "Wholesale Admin".

3. Select the 'Account configuration' button.



The image shows a window titled "Wholesale Administration for Centaur". At the top, there is a "Supplier" dropdown menu with "Centaur" selected. Below this is a "Details" section. Inside "Details", there are three dropdown menus: "Site" with "Esher" selected, "Order Type" with "Order" selected, and "Method" with "FTP" selected. Below these are several text input fields: "File Name" with "CENTAUR", "File Path" with "centaur", "Address" with "ftporders01.mwiah.co.uk", "Download Path" with "updates", and "Upload Path" which is empty. At the bottom left, there is a button labeled "Account Configuration" which is highlighted with a red rectangular box. To the right of this button are two other buttons: "Save" and "Reset".

4. Accounts can be added from this screen.

Note: More than one account for wholesalers can be added meaning orders can be created and sent from multiple accounts.

Wholesale Account Configuration

Active	Account No.	Name	Description
✓	S17-1	Primary	Primary account
✓	S17-11	large ani	large ani

Account Number

S17-1

Account Name

Primary

Description

Primary account

Username

VetspaceTest

Password

Deactivate

☐

PTC

S17

Location ID

1

Delivery

Type

Test

Choose ...

Add New

Update

Clear

Adding a New Account

1. Navigate to Inventory > Wholesale.
2. To add a new Account, insert the new details into the fields provided and select 'Add New'.

Account Number	<input type="text" value="S17-1"/>	PTC	<input type="text" value="S17"/>
Account Name	<input type="text" value="Primary"/>	Location ID	<input type="text" value="1"/>
Description	<input type="text" value="Primary account"/>	Delivery	<input type="text"/>
Username	<input type="text" value="VetspaceTest"/>	Type	<input type="text"/>
Password	<input type="password" value="*****"/>	Test	<input type="button" value="Choose ..."/> <input type="button" value="v"/>
Deactivate	<input type="checkbox"/>		

3. The new account is added to the system.

Wholesale Account Configuration			
Active	Account No.	Name	Description
✓	S17-1	Primary	Primary account
✓	S17-11	large ani	large ani

4. When placing a New Order users can use the drop down in the New Order tab to select which wholesaler account they want to use.

Wholesaler Account	<input type="text" value="Primary - S17-1"/> <input type="button" value="v"/>
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