Wholesale Admin

30/07/2025 11:35 am BST

Summary

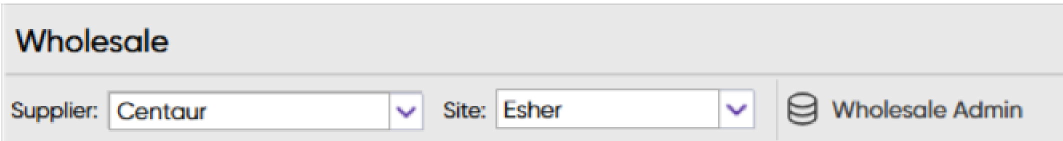
This area of Merlin is used to configure your practice's Wholesale Account settings.

Details

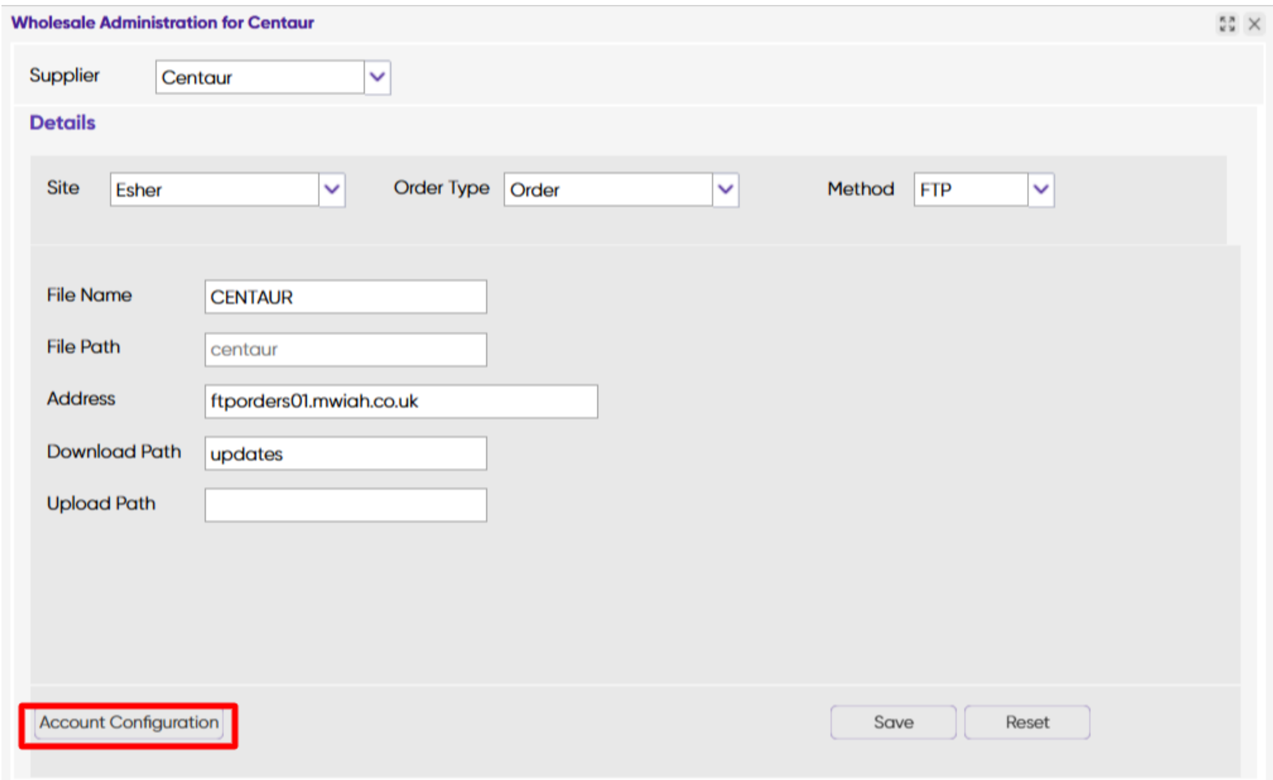
Configuring Wholesale Admin

1. Navigate to Inventory > Wholesale.

2. Select the 'Wholesale Admin' button.

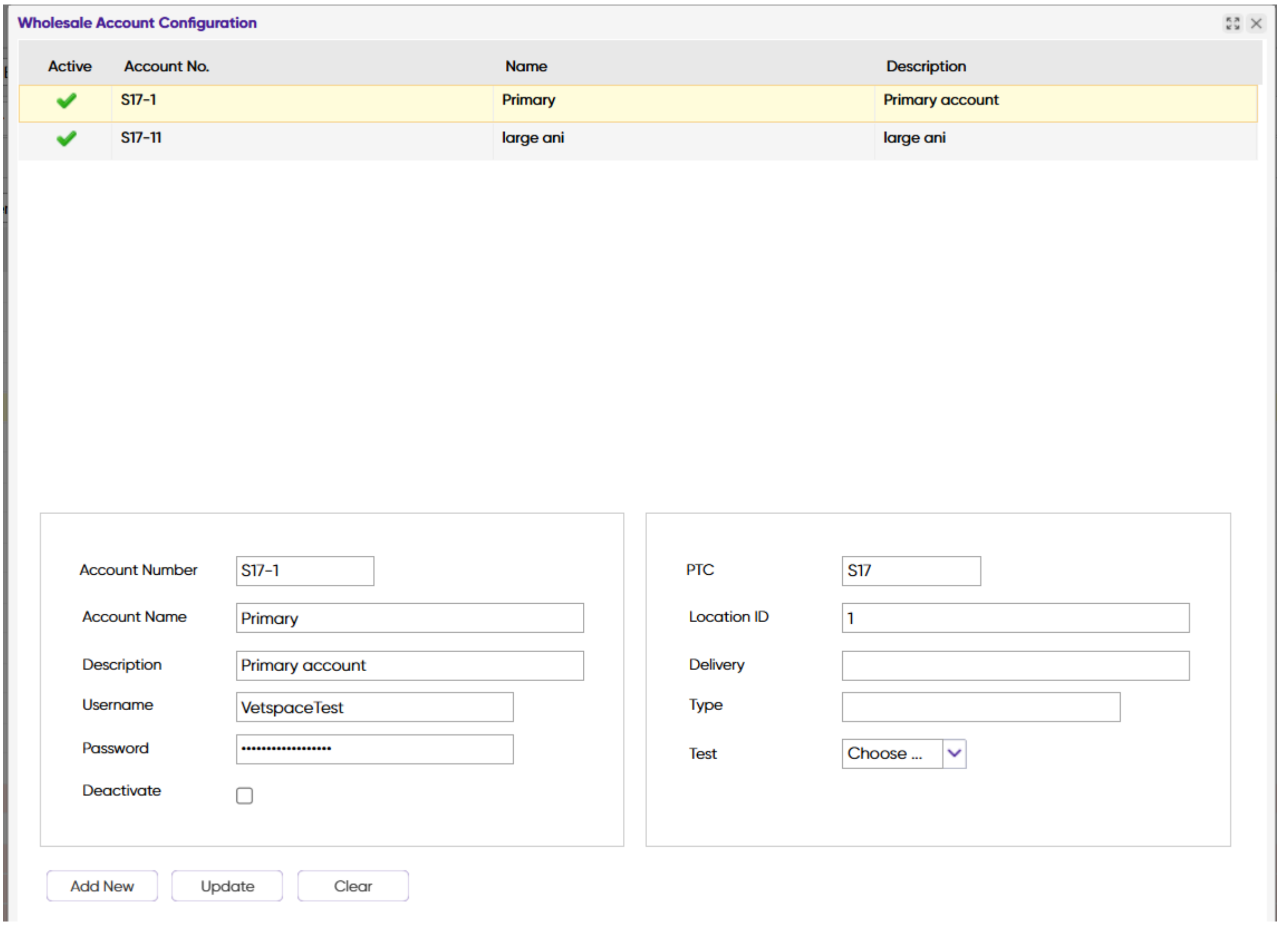


3. Select the ‘Account configuration’ button.



4. Accounts can be added from this screen.

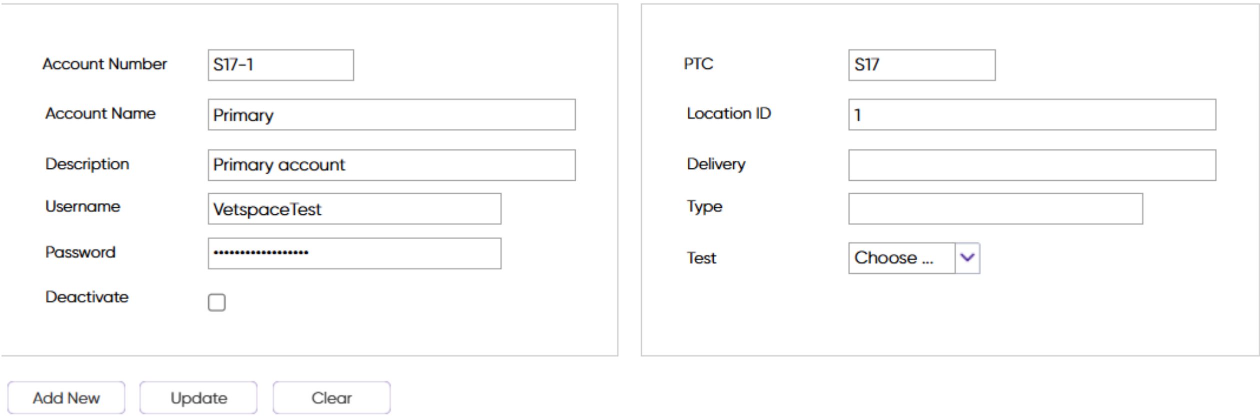
Note: More than one account for wholesalers can be added meaning orders can be created and sent from multiple accounts.



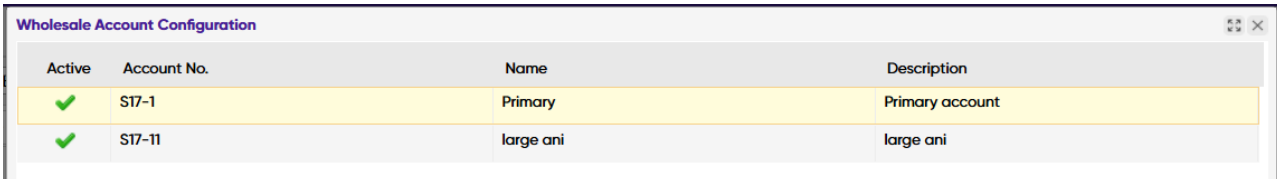
Adding a New Account

1. Navigate to Inventory > Wholesale.

2. To add a new Account, insert the new details into the fields provided and select 'Add New'.



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.