

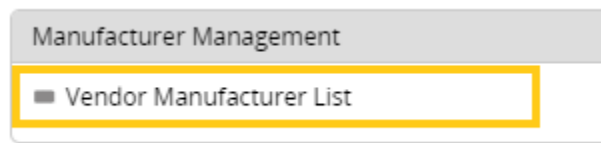
# How to Review and Manage your Existing MIDs in Tradestone

## How to Review your Existing MIDs:

Before creating a Manufacturer Record to submit to URBN for MID creation, you will want to ensure the MID does not already exist against your Vendor ID.

### Instructions to Check MIDs Assigned to your Vendor ID:

1. On the Tradestone Dashboard, select **Vendor Manufacturer List** under Manufacturer Management.



2. In the query, you will see a list of all approved MIDs assigned to your Vendor ID. You will have visibility to your Vendor ID and Vendor Name, Vendor/Manufacturer Relationship Status (Set INACTIVE to Deactivate), MID status, MID, and Manufacturer information.

Search Edit: **Vendor Manufacturer List** More Actions... Save

**Search Fields**

MID Status: Like --  
Type: Like --  
City: Like --  
State/Province: Like --  
Manufacturer ID: Like --  
Address 1: Like --  
Country: Like --  
Legal Company Name: Like --  
Address 2: Like --  
Postal Code: Like --

Clear Fields Search Show All

**Search List**

Export to Excel(XLSX) Export PDF Save My View Save Search Saved Searches Full Up Full Down Full Selected Compare

Drag a column header and drop it here to group by that column. Rows from only this page are grouped

1 - 1 of 1 items Goto Page 1 of 1 100 Records Per Page

	Vendor ID	Vendor Name	Set INACTIVE to ...	MID Status	Manufacturer ID	Legal Company ...	Type	Address 1	Address 2	City	Country
<input type="checkbox"/>	64804	TRADSTONE TRAINING ...	APPROVED	NEW	CNDHAXXX123	DAN TEST MFG1	MANUFACTURER	123 TEST ST.		PHILADELPHIA	UNITED STATES

Please carefully review the Manufacturers listed and ensure all Manufacturers currently producing product affiliated with your business have an assigned MID. Please **do not** submit a duplicate Manufacturer Registration for an existing MID, unless Manufacturer Name/Address has changed.

If an additional manufacturer needs to be added, please follow the instructions for [How to Create a Manufacturer Record in Tradestone](#).

## **How to Manage your Existing MIDs:**

Vendors may deactivate their relationship with an existing manufacturer assigned to their Vendor ID.

*\*Once deactivated, vendors may not reactivate a relationship with a manufacturer without assistance from URBN.*

### **Instructions to Deactivate a Manufacturer Relationship:**

1. Using the instructions above for reviewing your Existing MIDs, you will see a list of MIDs associated with your Vendor ID in the **Vendor Manufacturer List** query.
2. All active/approved relationships between the Vendor and Manufacturer will show “APPROVED” in the “Make INACTIVE to Deactivate” column.
3. If you are no longer working with a manufacturer listed in your query, you may deactivate the relationship directly in the query.
4. **To deactivate**, please free type and select “inactive” in the Make INACTIVE to Deactivate column.
5. When the status reflects INACTIVE for the Vendor/Manufacturer, select **Save** at the top of the screen to complete deactivation.

More Actions... ▾

Save