

## 3.4 Vendors

The Vendors module contains the business name records that correspond to companies that supply goods and services.

LIST					
Showing 1 - 10 of 10					
Action	Vendor No	Vendor Name	Phone	Email	Category
<input type="checkbox"/> <span>✕ 🔍</span>	<input type="text"/>				
<input type="checkbox"/> ✎ ✕	VEN4	Barbara	(922) 460-1777	barbara@company.com	
<input type="checkbox"/> ✎ ✕	VEN10	Dorothy	(086) 101-8443	dorothy@company.com	
<input type="checkbox"/> ✎ ✕	VEN5	Elizabeth	(753) 848-7391	elizabeth@company.com	
<input type="checkbox"/> ✎ ✕	VEN6	Jennifer	(880) 183-3294	jennifer@company.com	
<input type="checkbox"/> ✎ ✕	VEN3	Linda	(019) 488-1422	linda@company.com	
<input type="checkbox"/> ✎ ✕	VEN9	Margaret	(204) 412-1102	margaret@company.com	
<input type="checkbox"/> ✎ ✕	VEN7	Maria	(187) 970-6235	maria@company.com	
<input type="checkbox"/> ✎ ✕	VEN1	Mary	(324) 796-5312	mary@company.com	
<input type="checkbox"/> ✎ ✕	VEN2	Patricia	(943) 860-6648	patricia@company.com	
<input type="checkbox"/> ✎ ✕	VEN8	Susan	(201) 463-3545	susan@company.com	
Showing 1 - 10 of 10					

You can add a new vendor with the  button.

Search...

2

2

1

1

1

1

1

1

1

1

1

Creating Vendor

SaveCancel

Vendor Information:

Vendor Name

Email

Fax

GL Account

300-Sales-Software

Vendor No

AUTO GEN ON SAVE

Phone

Website

http://

Category

Address Information:

Street

City

Postal Code

PO Box

State

Country

Description Name:

## Here are some relevant fields for Vendors:

<b>Vendor name</b>	Business name.
<b>GL Account</b>	Allows classification of vendors by macro-sectors according to the GL account code used by the departments.

Vendors module is related to Contacts module, just like the Accounts module (1 to N).

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Revision #2

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