

# 11.1 Vendors

In the same way as the Accounts registries, you can enter the vendor data sheets here that contain general contact information: name, email, telephone, site, accounting code, category, etc.

Again in this case, the Layout Editor permits the administrator user to customise the data fields.

The screenshot shows the Vtenext Vendors module interface. On the left is a dark sidebar with navigation links: Home, Leads, Accounts, Contacts, Campaigns, Trouble Tickets, Potentials, Reports, Vendors (highlighted), and a search bar. The main content area has a top bar with a search field and a toolbar with icons for Edit, Add, View, and others. Below the top bar are tabs: INFORMATIONS (selected), PROCESS GRAPH, PROCESS HISTORY, and HISTORY. The 'Vendor Information' form for 'Vendor Dorothy' is displayed, with fields for Vendor Name, Vendor No, Email, Phone, Website, GL Account, Category, Time created, Modified Time, and Creator. To the right of the form is a 'SHORTCUTS' panel with links to Talks, Notes, and a 'RELATIONS' panel with links to Products (2), Contacts (1), Purchase Order (1), Documents, Activities, and Projects.

From the reports menu you can link the vendor to products, purchase orders, messages, calendar activities, etc.

The contact details will be linked via the Vendor Name field and this will distinguish vendor contacts from customer company contacts.

The screenshot shows the 'Contacts (1) - List' view. It features a table with columns: Action, Last Name, First Name, Email, and Mobile. The table contains one row with the contact 'Kalmov Rudolf'. Above the table, there is a search bar and an 'Add Contact' button. The table has a search icon and a magnifying glass icon in the first column.

**Warning!** Newsletters and targets are not related to the Vendors module.

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