

# 3.4 Vendors

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

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

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You can add a new vendor with the  button.

Creating Vendor Save Cancel

**Vendor Information:**

Vendor Name:

Vendor No: AUTO GEN ON SAVE

Email:

Phone:

Fax:

Website:

GL Account: 300-Sales-Software

Category:

**Address Information:**

Street:

PO Box:

City:

State:

Postal Code:

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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