

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 interface with a sidebar menu on the left containing options like Home, Leads, Accounts, Contacts, Campaigns, Trouble Tickets, Potentials, Reports, and Vendors. The main content area displays the 'Vendor Dorothy' form. The form has tabs for 'INFORMATIONS', 'PROCESS GRAPH', 'PROCESS HISTORY', and 'HISTORY'. The 'INFORMATIONS' tab is active, showing fields for Vendor Name (Dorothy), Vendor No (VEN10), Email (dorothy@company.com), Phone ((086) 101-8443), Website (www.samplevte.com), GL Account, Time created (30-04-2018 14:44:43), Modified Time (30-04-2018 14:44:43), and Creator. A right sidebar contains 'SHORTCUTS' (Talks, Notes) and 'RELATIONS' (Products with 2 links, Contacts with 1 link, Purchase Order with 1 link, 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 includes a search bar, a table with columns 'Action', 'Last Name', 'First Name', 'Email', and 'Mobile', and an 'Add Contact' button. The table contains one entry with 'Last Name' as 'Kalmov' and 'First Name' as 'Rudolf'.

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

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