

3.4 Vendors

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

LIST

+ Create Other

Filter All

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

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You can add a new vendor with the button.

Creating Vendor

Vendor Information:

Vendor Name Email Fax GL Account 300-Sales-Software ▼	Vendor No AUTO GEN ON SAVE Phone Website http:// Category
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Address Information:

Street City Postal Code 	PO Box State Country
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Description Name:

Here are some relevant fields for Vendors:

Vendor name	Business name.
GL Account	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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