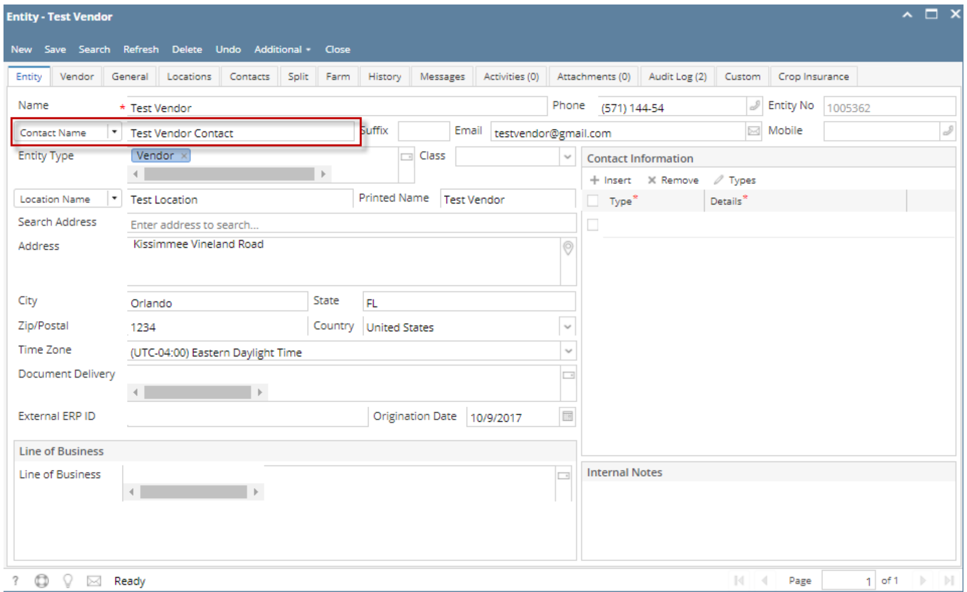
How To Add Vendor Contacts

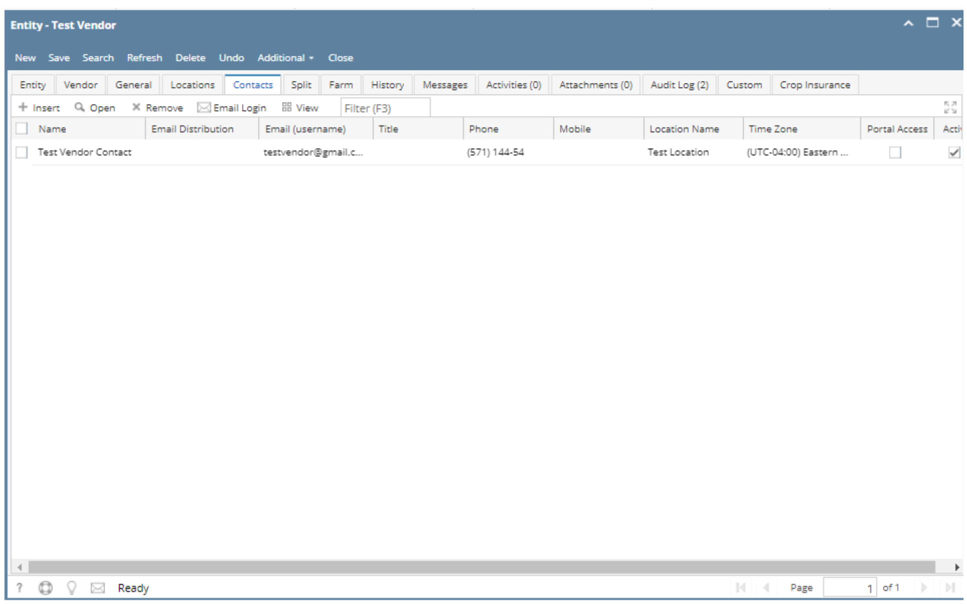
Here are the steps on how to add vendor contacts

1. Create a new vendor Or Open an Existing Vendor Record
    - To Create a new Vendor (See How to Add Vendors)
    - Open existing vendor record (Navigate to Purchasing (A/P) > Vendors > Select existing record from Search Screen)
2. During the creation of Vendor Record, Entered Vendor Contact were already set as vendor default contact.

    - Purchasing (Accounts Payable) > Select existing vendor record > Entity tab

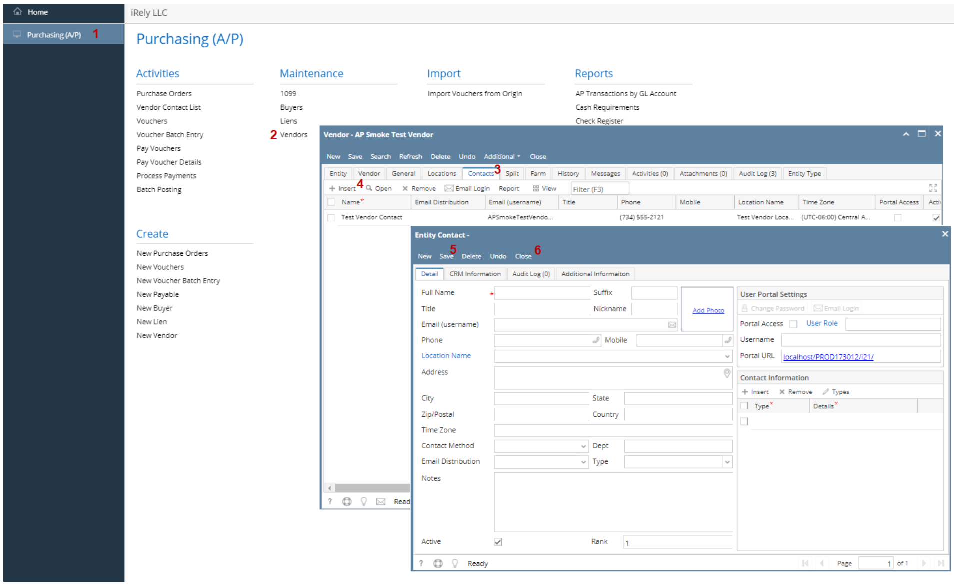


    - Purchasing (Accounts Payable) > Select existing vendor record > Contacts tab

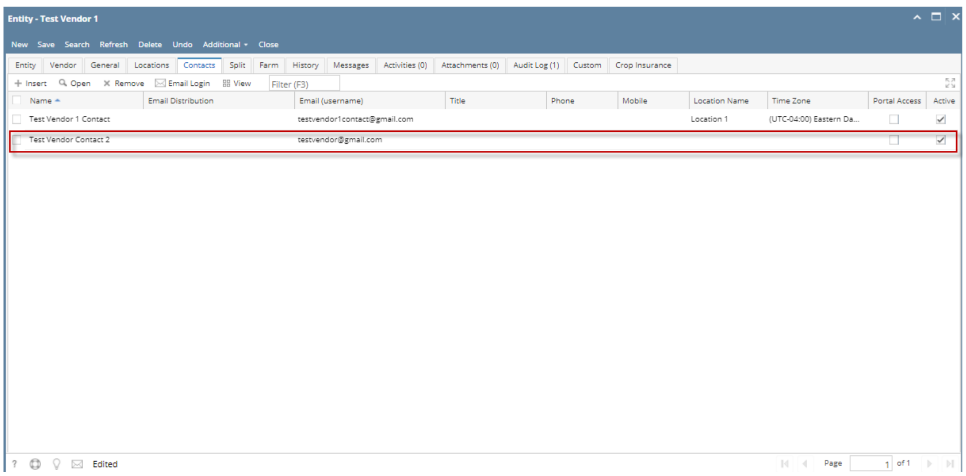


3. To enter a multiple vendor contacts.

    - Navigate to Purchasing (Accounts Payable) > Select existing vendor record > Contacts tab > Click Insert > Populate the required fields > Save > Close



- Created contacts will automatically saved on Contacts tab > Grid



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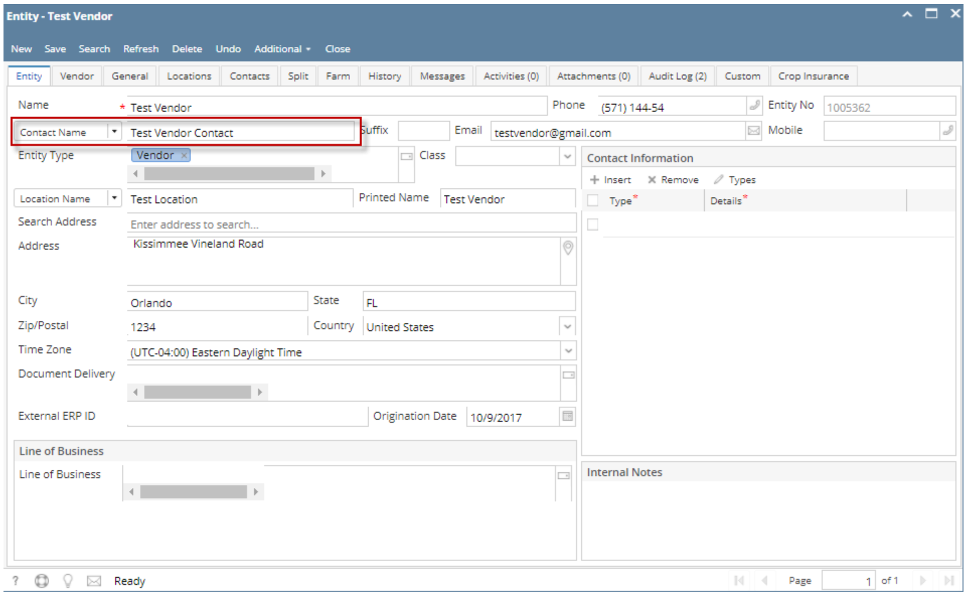

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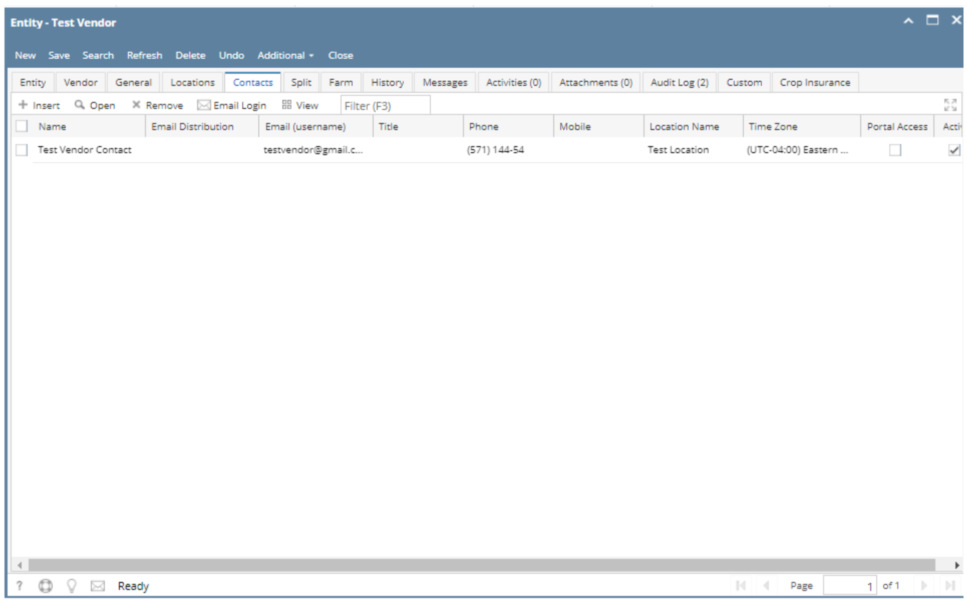
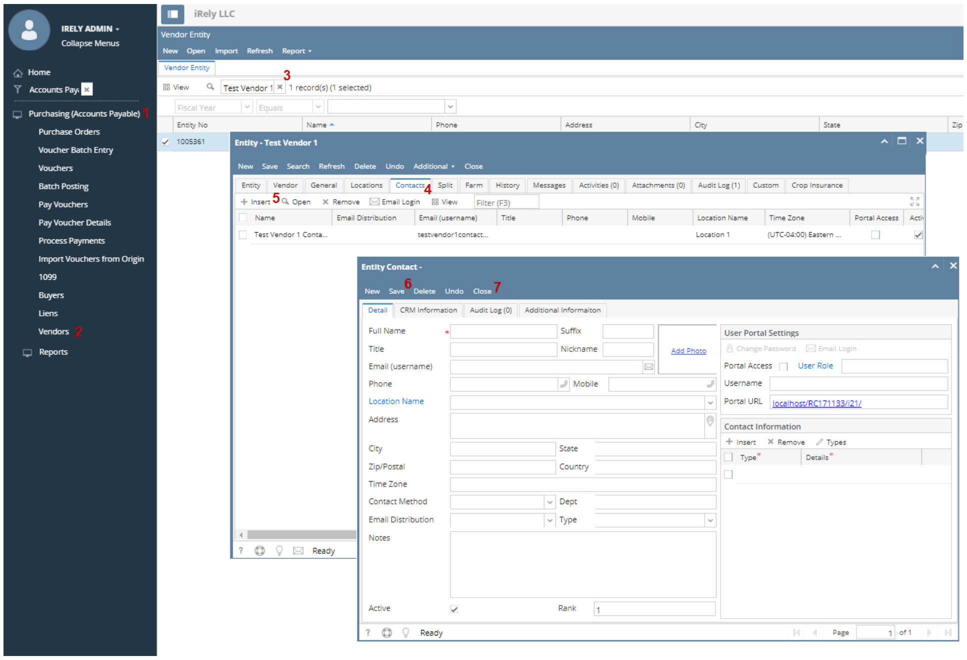


3. To Enter a multiple vendor contacts.

    - Navigate to Purchasing (Accounts Payable) > Select existing vendor record > Contacts tab > Click Insert > Populate the required fields > Save > Close



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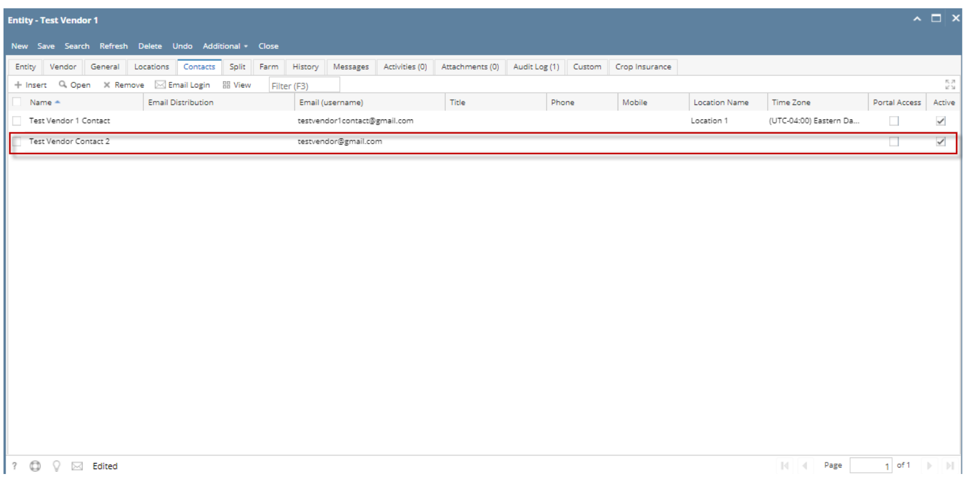
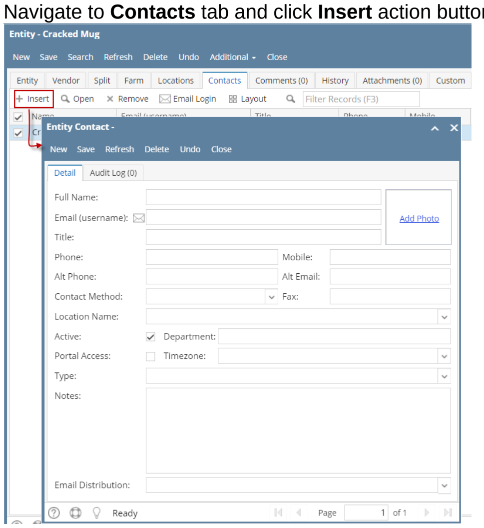


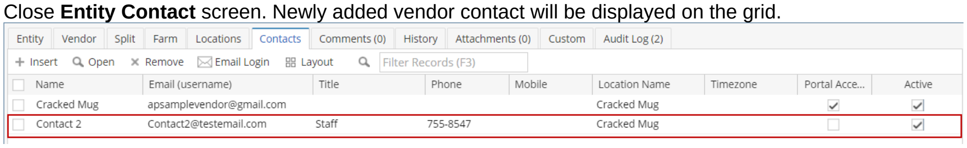
Here are the steps on how to add vendor contacts:

1. Create new vendor (see How to Add Vendors) or open an existing vendor record from **Purchasing > Vendors**.

2. Navigate to **Contacts** tab and click **Insert** action button to open blank **Entity Contact** screen.



3. Enter contact details and click **Save**.
4. Close **Entity Contact** screen. Newly added vendor contact will be displayed on the grid.



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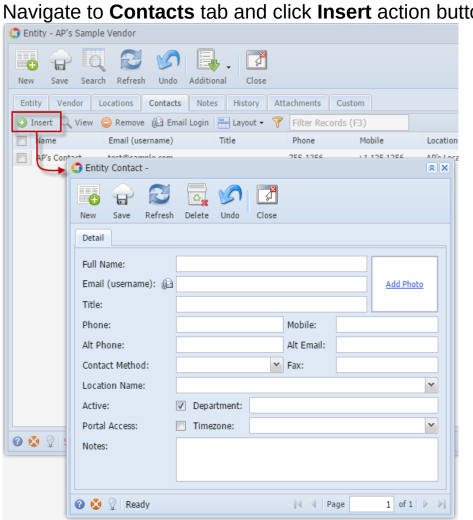
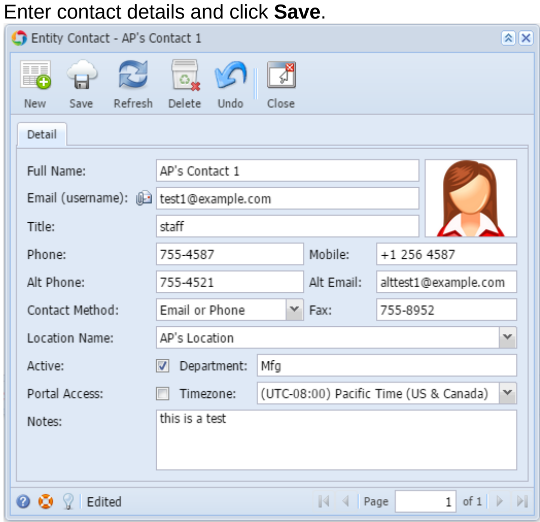
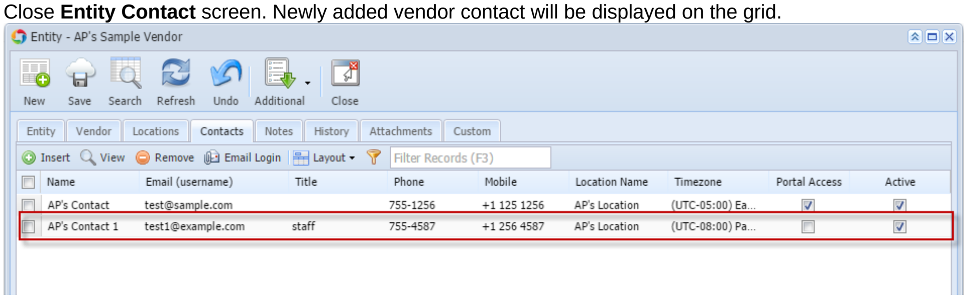


3. Enter contact details and click **Save**.

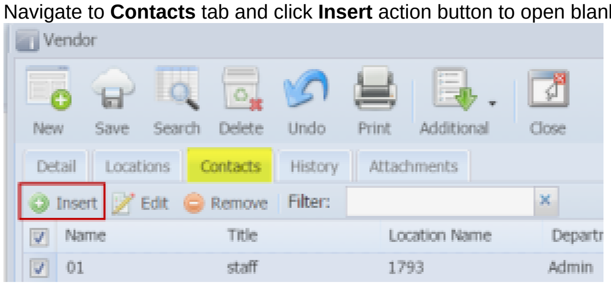


4. Close **Entity Contact** screen. Newly added vendor contact will be displayed on the grid.

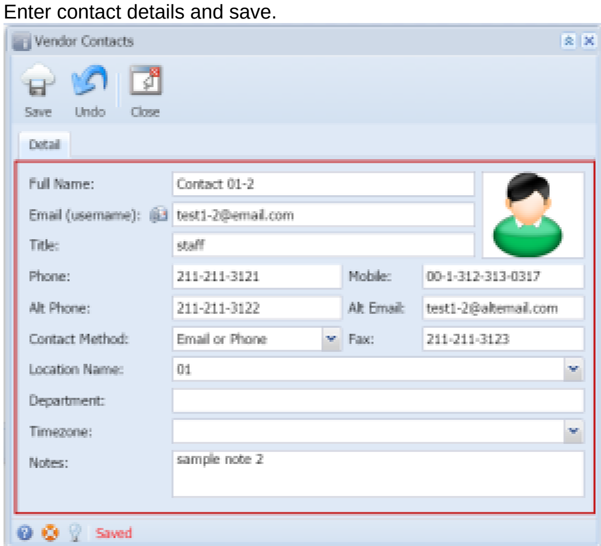


Here are the steps on how to add vendor contacts:

1. Create new vendor (see How to Add Vendors) or open an existing vendor record from **Accounts Payable > Maintenance > Vendor**.
2. Navigate to **Contacts** tab and click **Insert** action button to open blank **Vendor Contacts** screen.



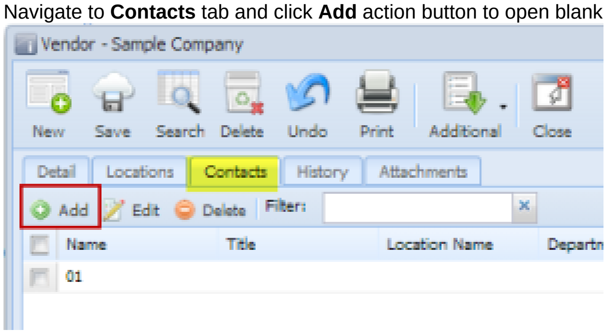
3. Enter contact details and save.



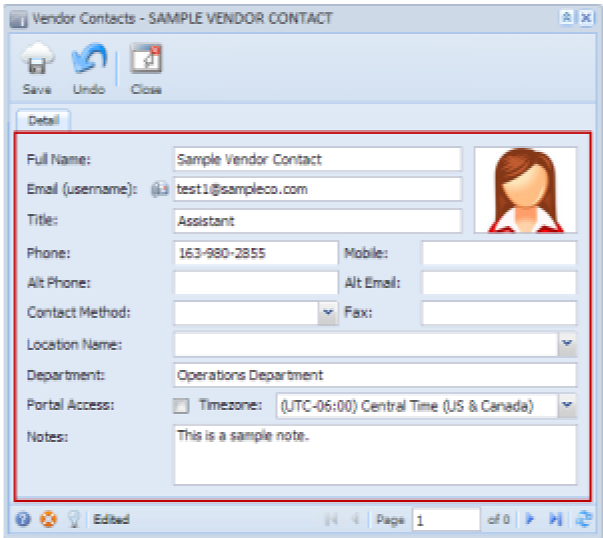
4. Click **Close** button. Newly added vendor contact will be displayed on the grid.

Here are the steps on how to add vendor contacts:

1. Create new vendor (see How to Add Vendors) or open an existing vendor record from **Accounts Payable > Maintenance > Vendor**.
2. Navigate to **Contacts** tab and click **Add** action button to open blank **Vendor Contacts** screen.



3. Enter contact details.



4. Click **Save** and **Close** buttons.
5. Newly added vendor contact will be displayed on the grid.