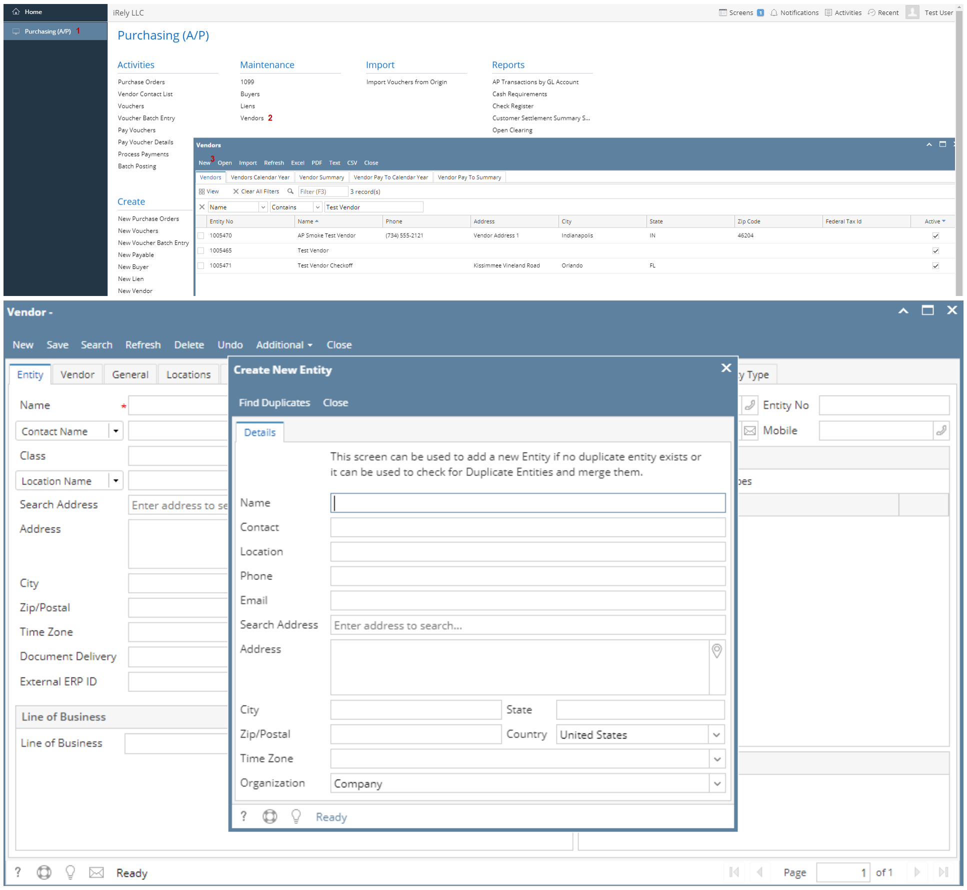
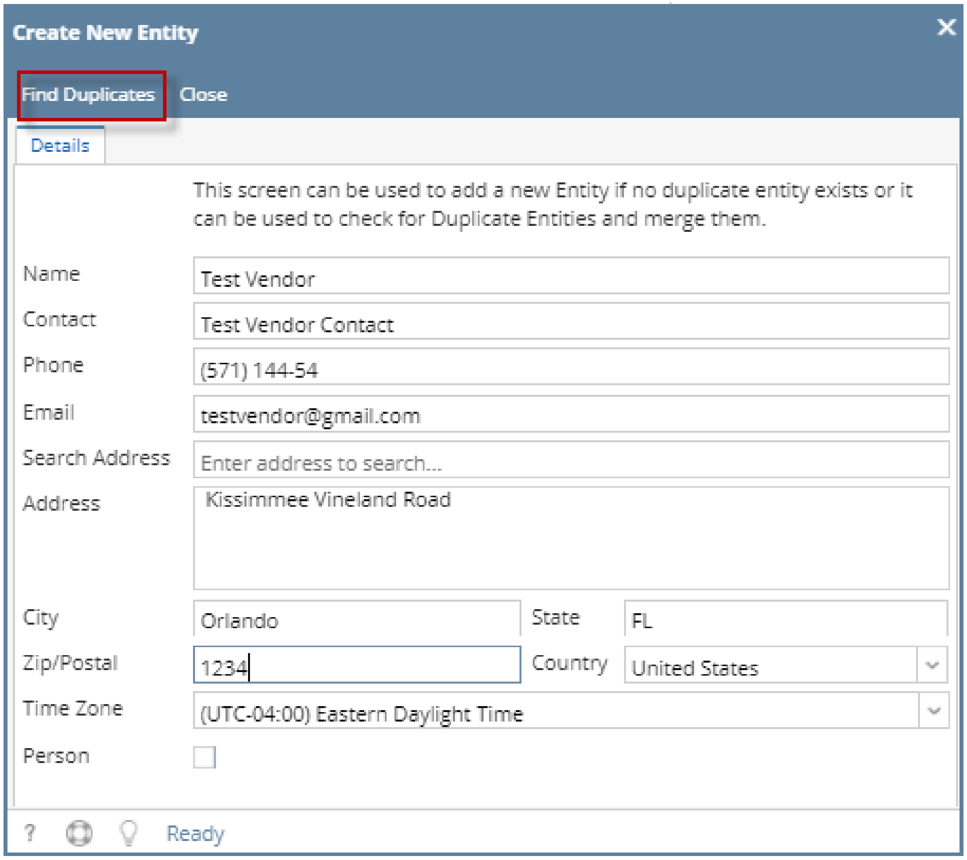
How to Add Vendors

Here are the steps on how to add Vendors:

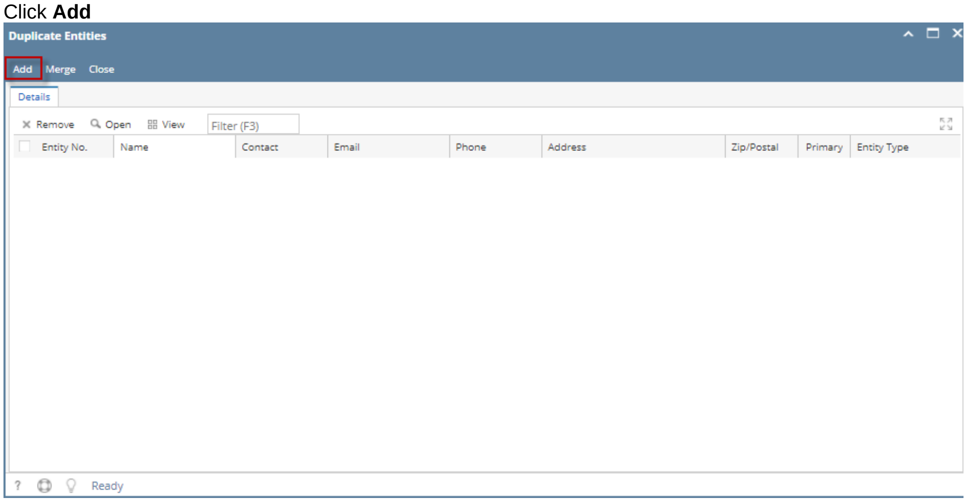
a. From the Main Menu, Navigate to Purchasing (Accounts Payable) and click on **Vendors** to open **Search Vendor** Screen
b. Upon click of **New** toolbar button, Create New Entity Screen will open.



c. Populate fields. Enter values on the fields > Click **Find Duplicates**
  - Name
  - Contact
  - Phone
  - Email
  - Address (City , State, Zip/Postal, Country)
  - Time Zone
  - Person

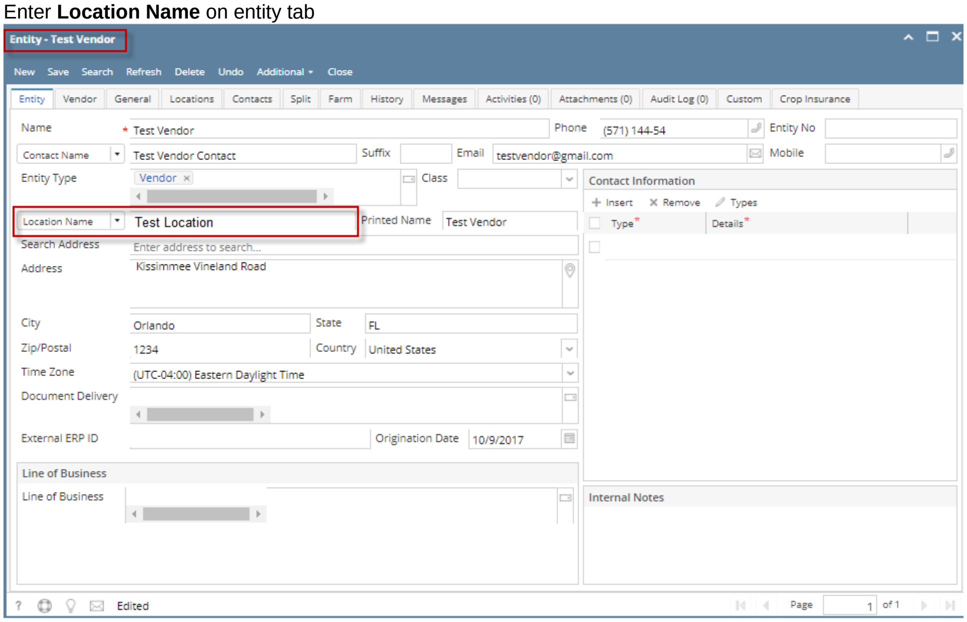


d. Click **Add**



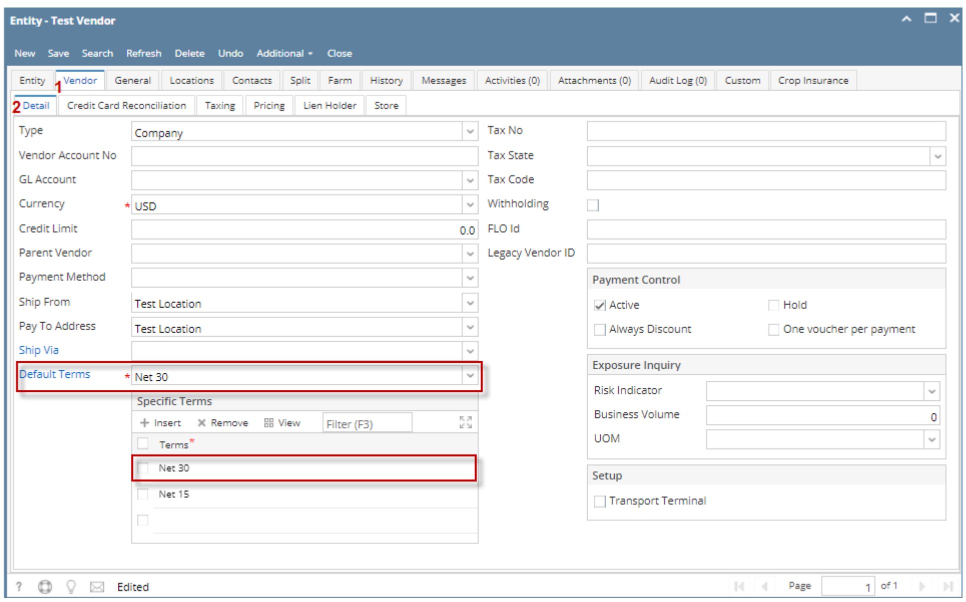
e. **Vendor Entity** screen will open with the details entered in Create New Entity screen. Also the Entity screen will be named as Vendor Name

- Enter **Location Name** on entity tab



f. Click on the Vendor Tab > Detail tab

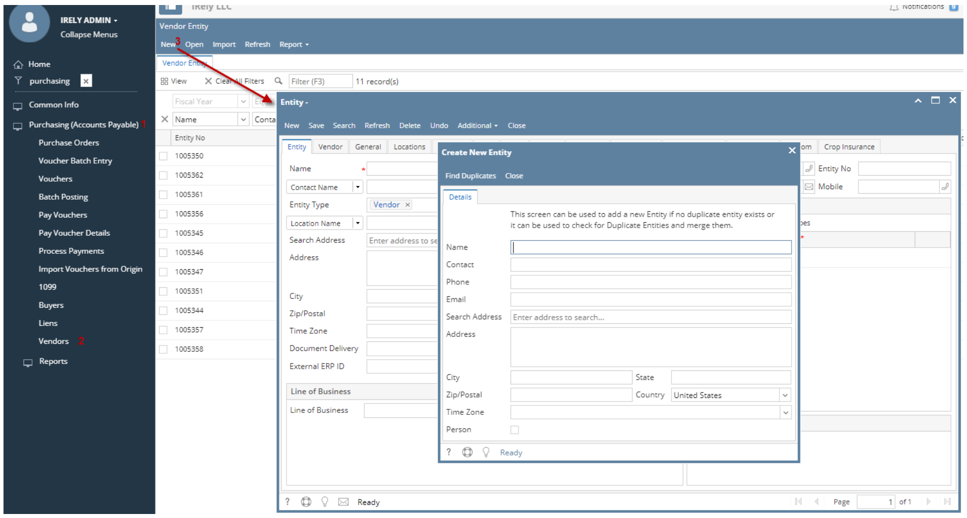
- Select default terms on the dropdown
- Selected value on default terms should also selected on the specific terms panel
- User can enter multiple terms under specific terms



g. Click Save

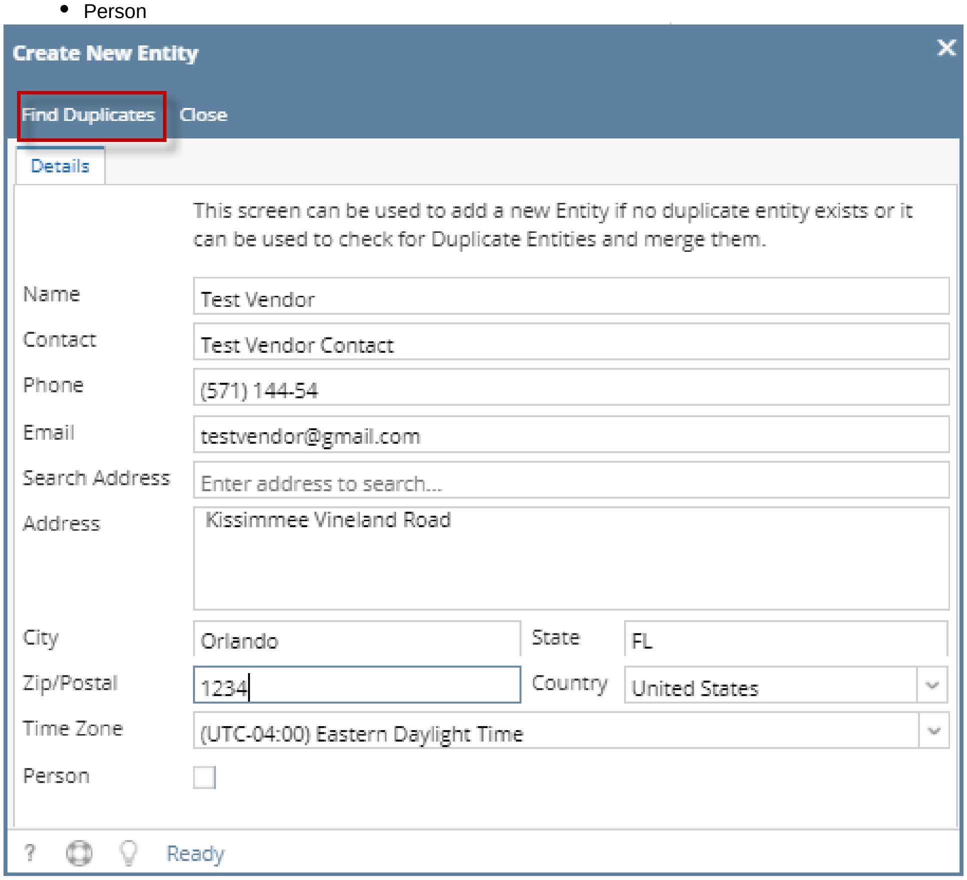
Here are the steps on how to add Vendors:

a. From the Main Menu, Navigate to Purchasing (Accounts Payable) and click on **Vendors** to open **Search Vendor** Screen
b. Upon click of **New** toolbar button, Create New Entity Screen will open.

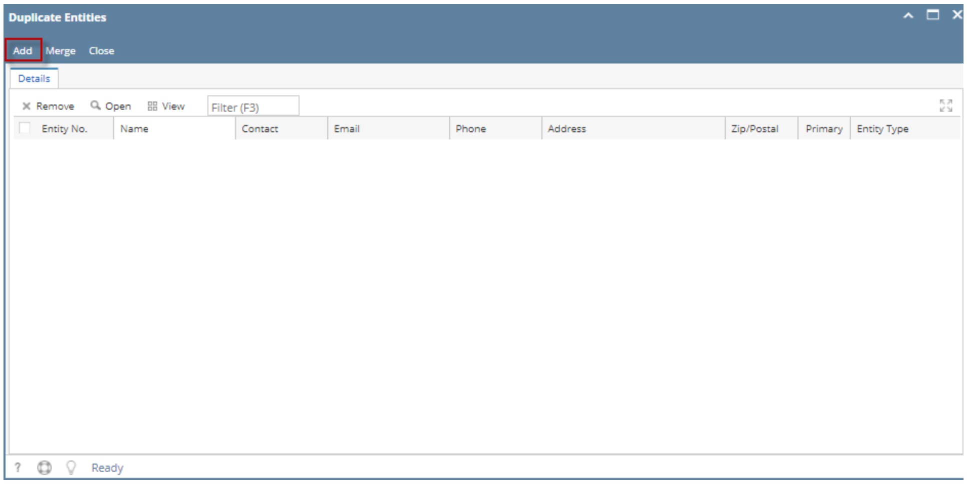


c. Populate fields. Enter values on the fields > Click **Find Duplicates**

- Name
- Contact
- Phone
- Email
- Address (City , State, Zip/Postal, Country)
- Time Zone
- Person

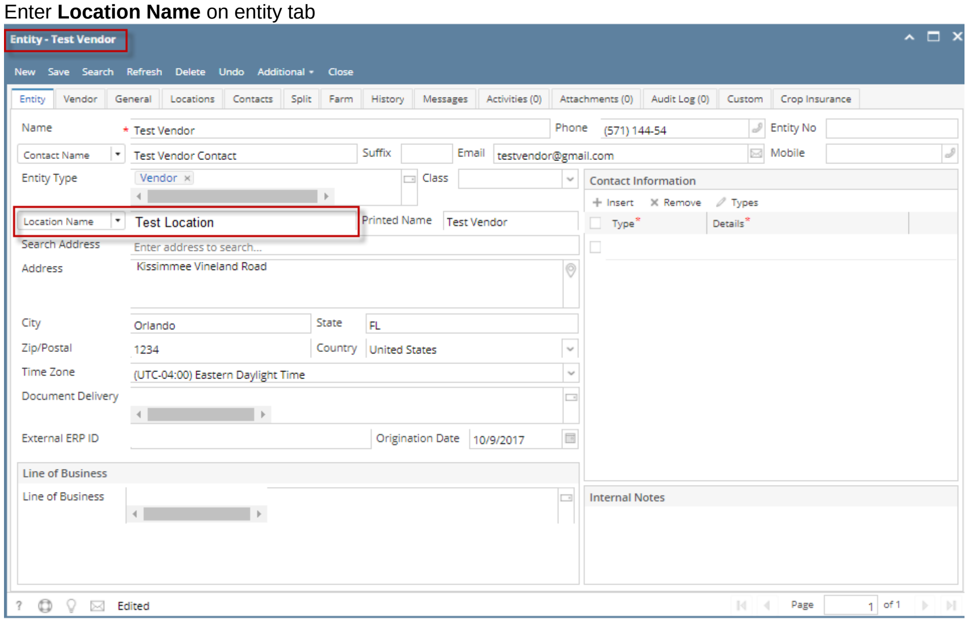


d. Click **Add**



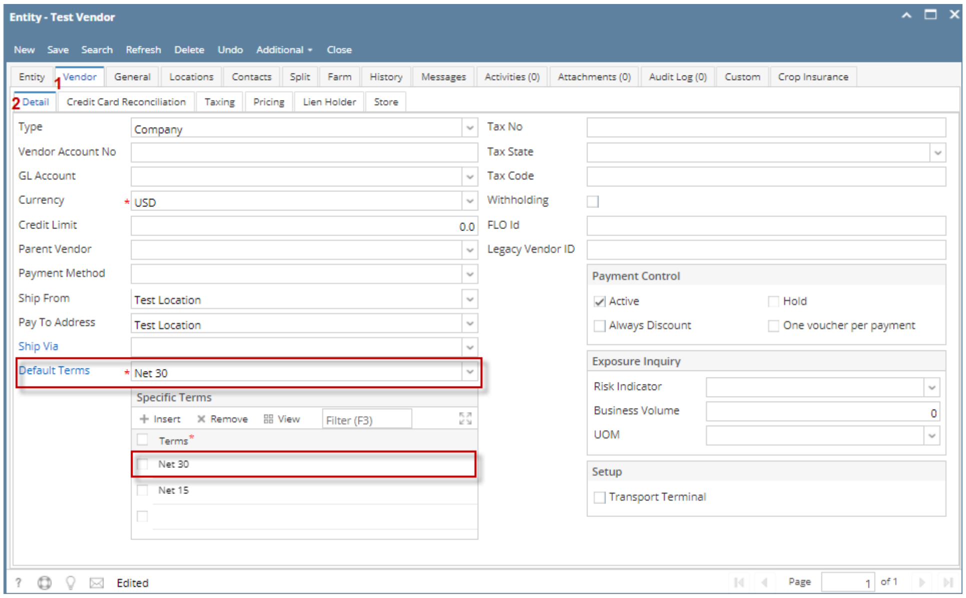
e. **Vendor Entity** screen will open with the details entered in Create New Entity screen. Also the Entity screen will be named as Vendor Name

- Enter **Location Name** on entity tab



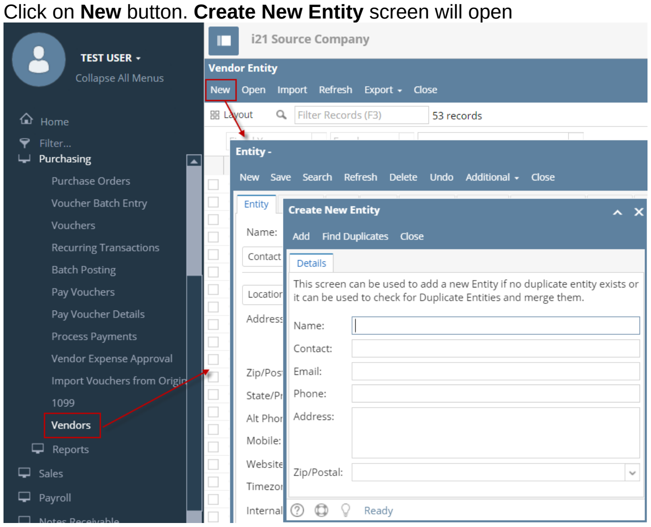
f. Click on the Vendor Tab > Detail tab

- Select default terms on the dropdown
- Selected value on default terms should also selected on the specific terms panel
- User can enter multiple terms under specific terms

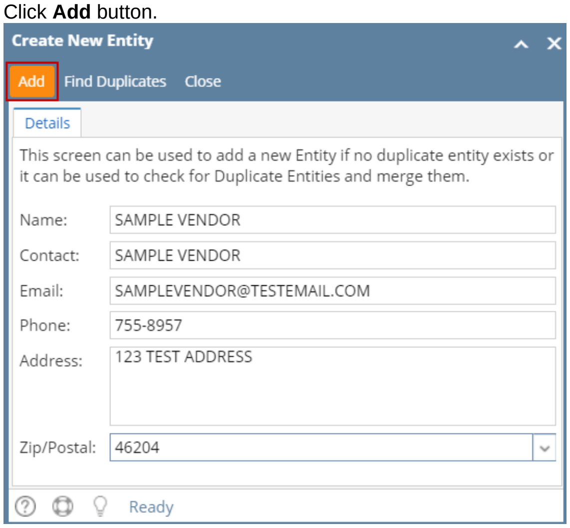


g. Click Save

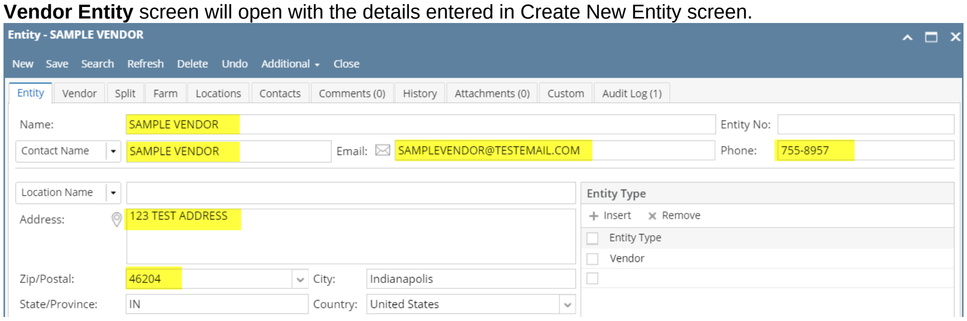
- Here are the steps on how to add vendors:
  - From **Main Menu**, expand **Purchasing** and then click on **Vendors** to open **Search Vendor** screen.
  - Click on **New** button. **Create New Entity** screen will open



  - Enter **Name**, **Contact**, **Email**, **Phone**, **Address** and select **Zip Code**.
  - Click **Add** button.

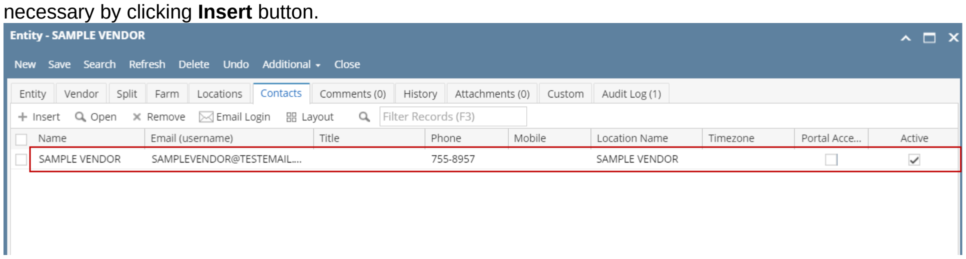


- **Vendor Entity** screen will open with the details entered in Create New Entity screen.

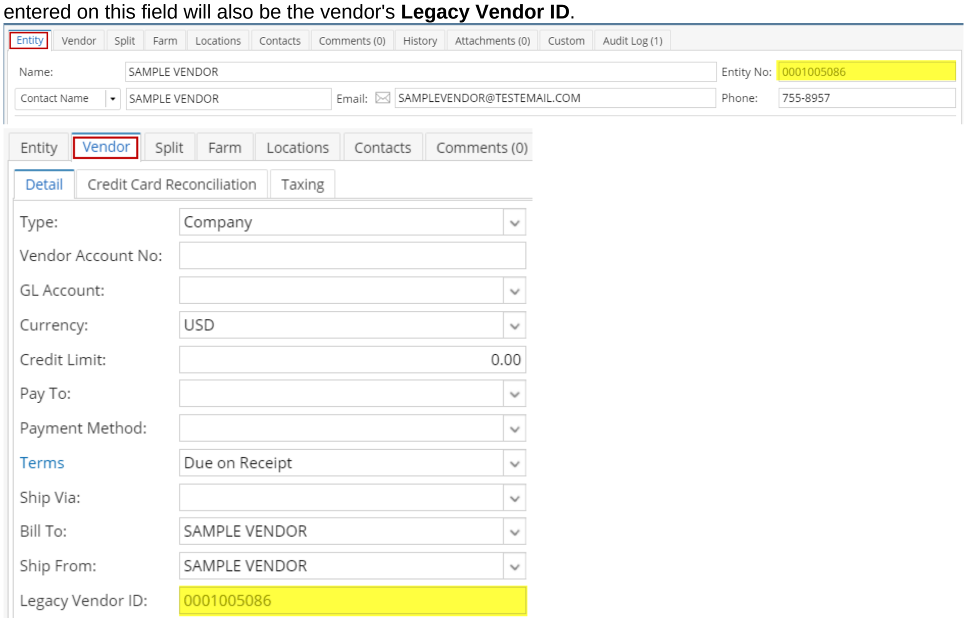


- Enter details on **Entity Tab** specially the required fields like **Location**.
- Do the same on the **VendorTab**. Required fields on this tab are **GL Account** and **Terms**.
- Navigate to **Locations Tab**. Location entered on the Entity Tab together with its details will be displayed on the grid. Add more locations if necessary by clicking **Insert** button.

- Navigate to **Contacts Tab.** Contact entered on the Entity Tab together with its details will be displayed on the grid. Add more contacts if necessary by clicking **Insert** button.



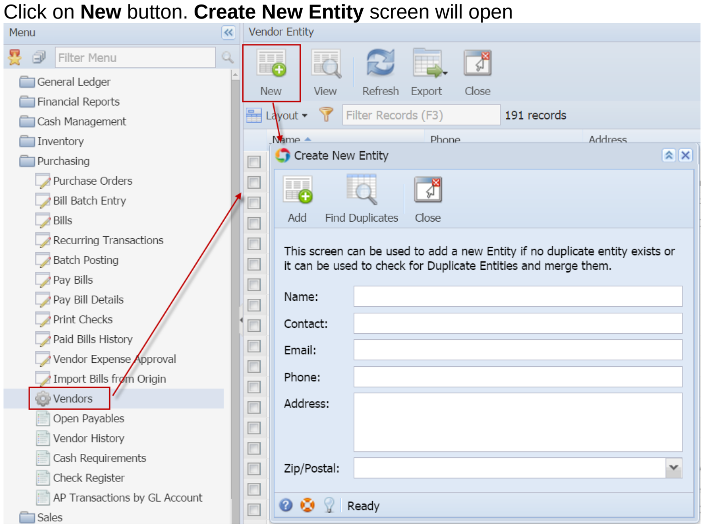
- Click **Save** toolbar button to save newly created vendor. However **Entity No** is entered (manually or system-generated), whatever is entered on this field will also be the vendor's **Legacy Vendor ID**.



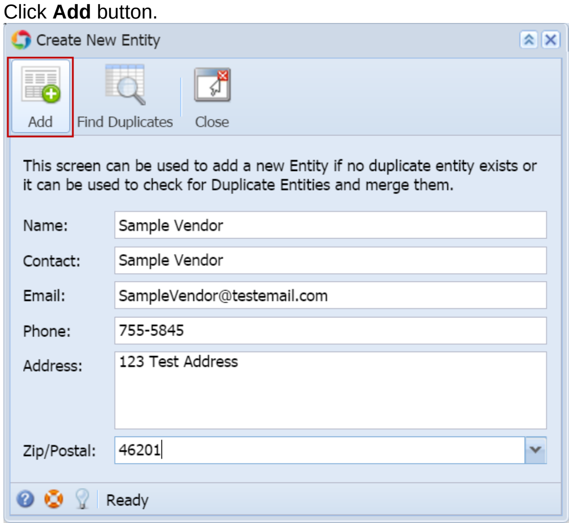
Here are the steps on how to add vendors:

- From **Main Menu**, expand **Purchasing** and then click on **Vendors** to open **Search Vendor** screen.

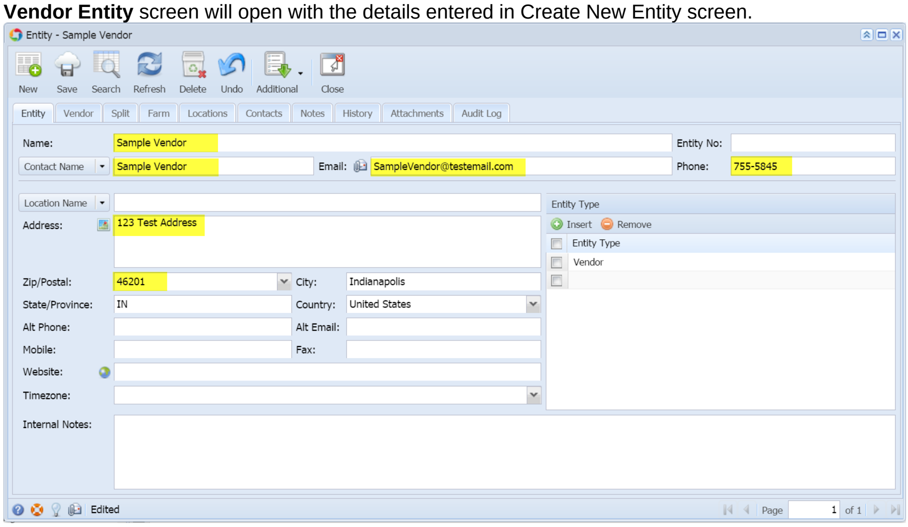
- Click on **New** button. **Create New Entity** screen will open



- Enter **Name**, **Contact**, **Email**, **Phone**, **Address** and select **Zip Code**.
- Click **Add** button.

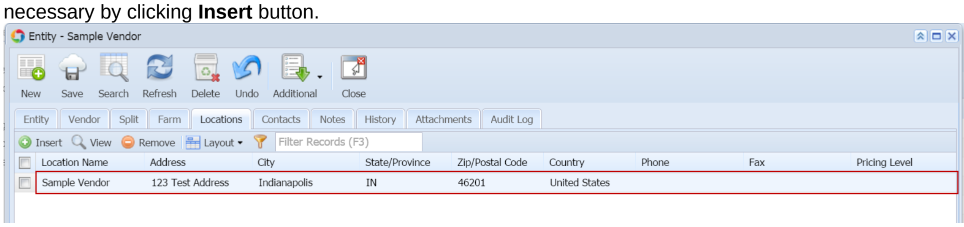


- **Vendor Entity** screen will open with the details entered in Create New Entity screen.

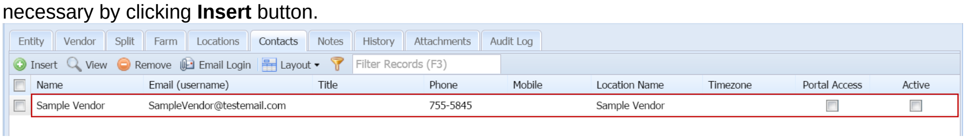


- Enter details on **Entity Tab** specially the required fields like **Location**.
- Do the same on the **VendorTab**. Required fields on this tab are **GL Account** and **Terms**.

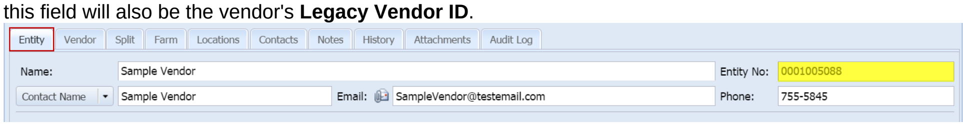
- Navigate to **Locations Tab**. Location entered on the Entity Tab together with its details will be displayed on the grid. Add more locations if necessary by clicking **Insert** button.

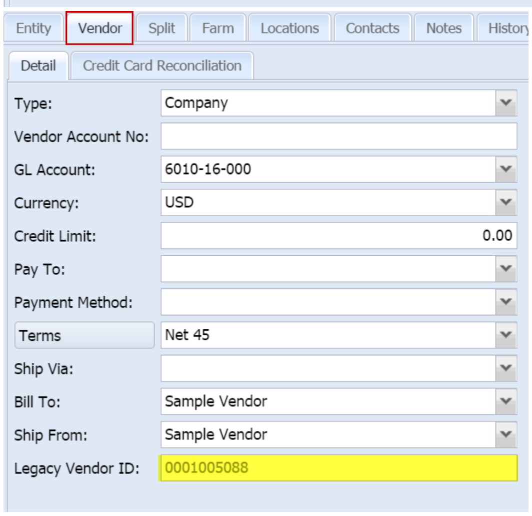


- Navigate to **Contacts Tab.** Contact entered on the Entity Tab together with its details will be displayed on the grid. Add more contacts if necessary by clicking **Insert** button.



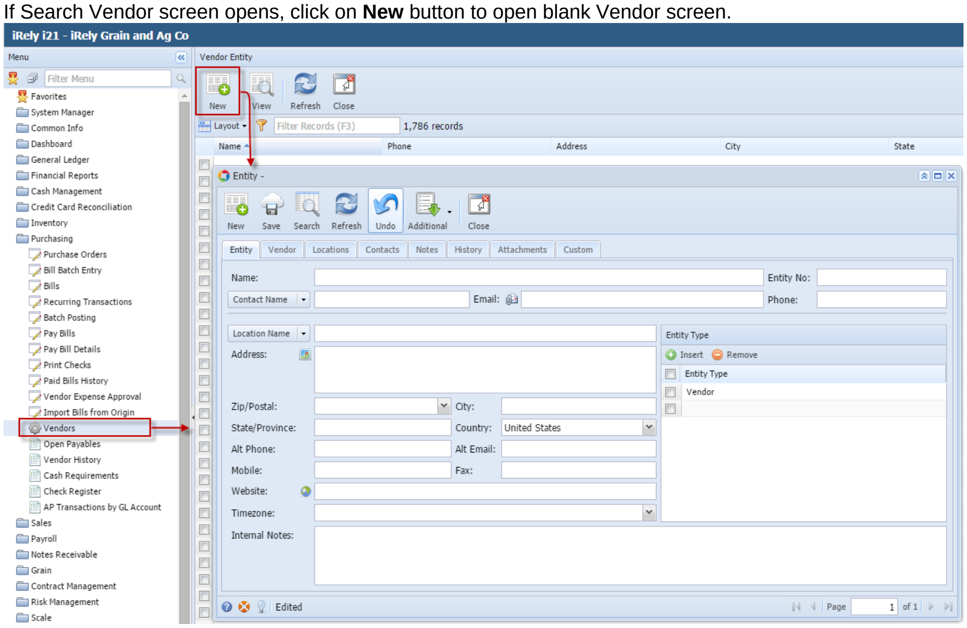
- Click **Save** toolbar button to save newly created vendor. However **Entity No** is entered (manually or system-generated), whatever is entered on this field will also be the vendor's **Legacy Vendor ID**.



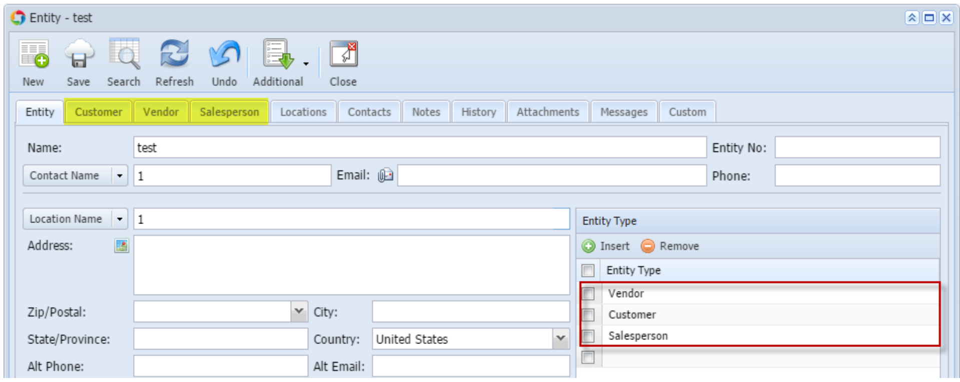


Here are the steps on how to add vendors:

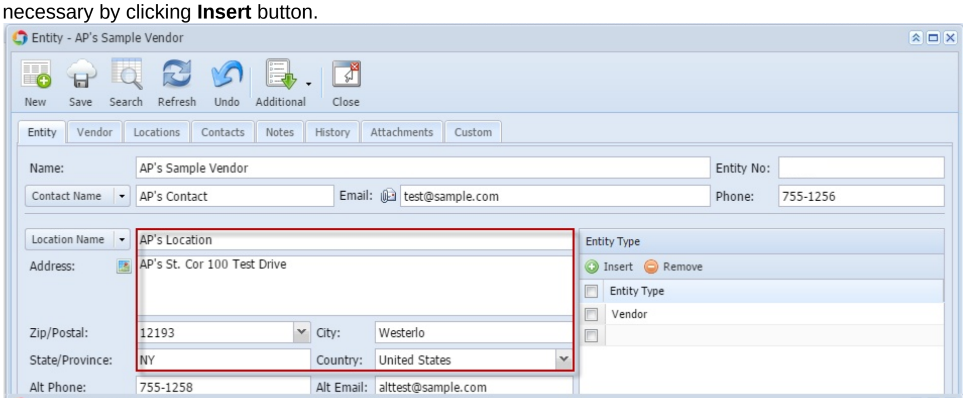
- From **Main Menu**, select **Purchasing** and then click on **Vendors**. If there's an existing record, docked **Search Vendor** screen will open. Otherwise, blank Vendor screen will open.
- If Search Vendor screen opens, click on **New** button to open blank Vendor screen.

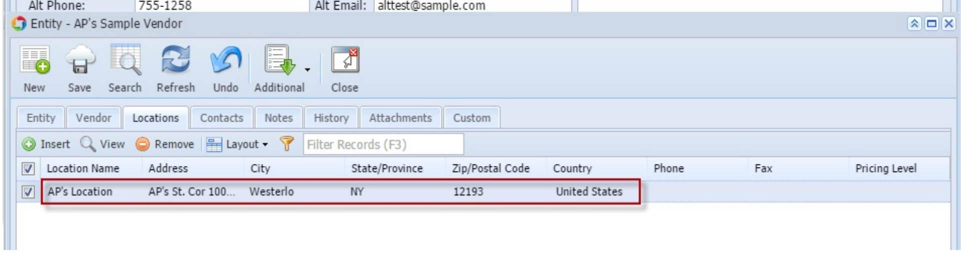


- Default Entity type will be Vendor but you can still add other entities if necessary. If Customer or Salesperson is added, tabs for these entities will be added too.

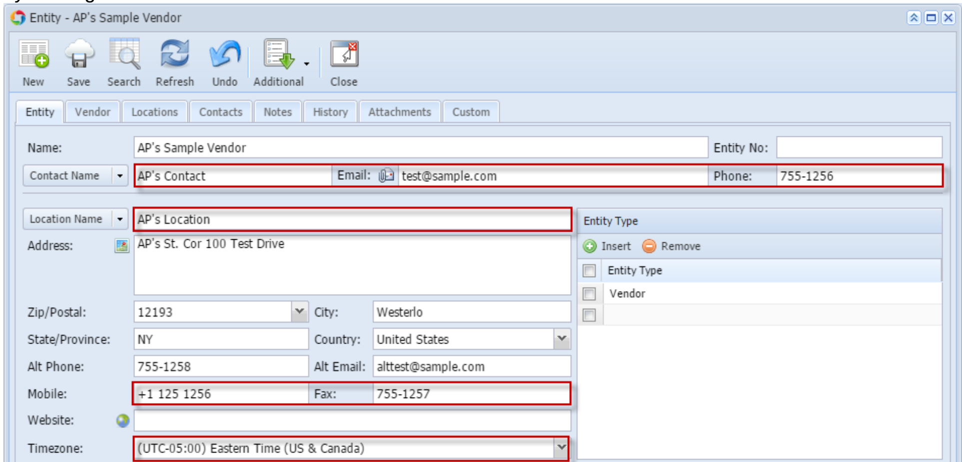


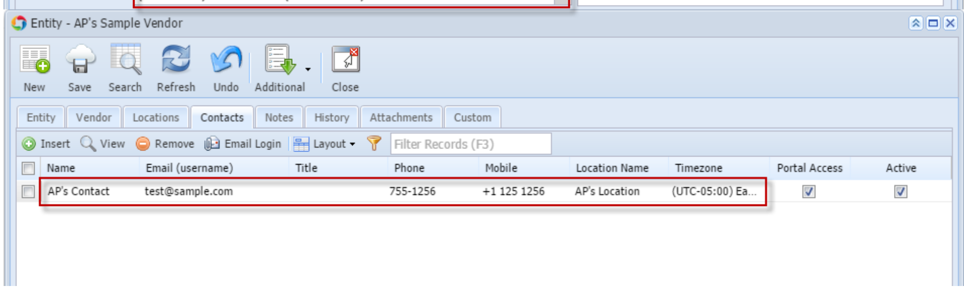
- Enter entity details on **Detail** tab. Required fields are **Name, Contact Name, Location Name.**
- On **Vendor** tab, enter vendor details specially on required fields like: **GL Account** and **Terms**.
- Navigate to **Locations** tab. location entered on the Detail tab together with its details will be displayed on the grid. Add more locations if necessary by clicking **Insert** button.



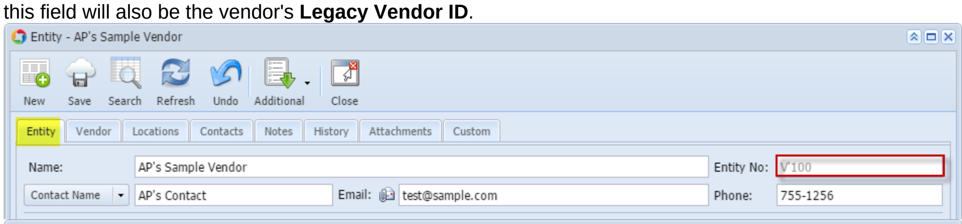


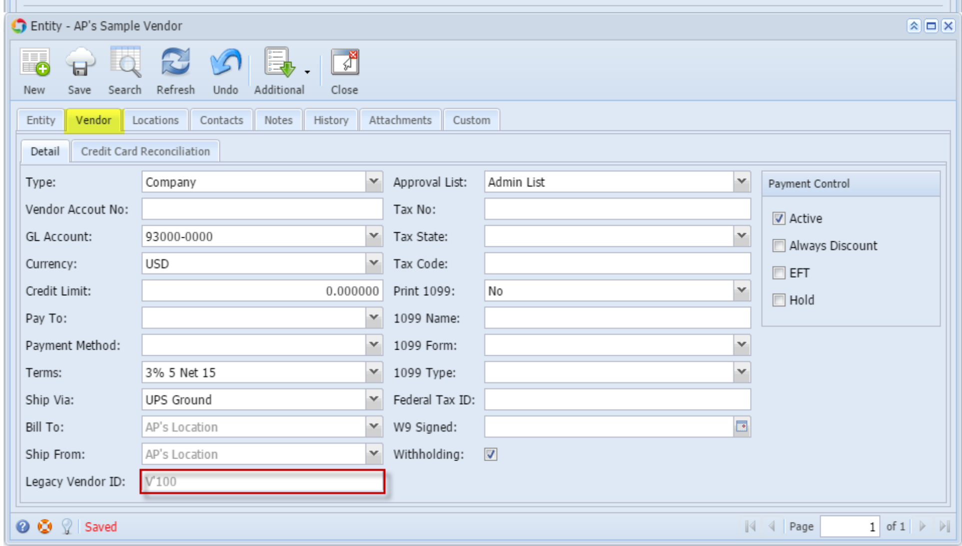
- Navigate to **Contacts** tab, contact entered on the Detail tab together with its details will be displayed on the grid. Add more contacts if necessary by clicking **Insert** button.





- Click **Save** toolbar button to save newly created vendor. However **Entity No** is entered (manually or system-generated), whatever is entered on this field will also be the vendor's **Legacy Vendor ID**.

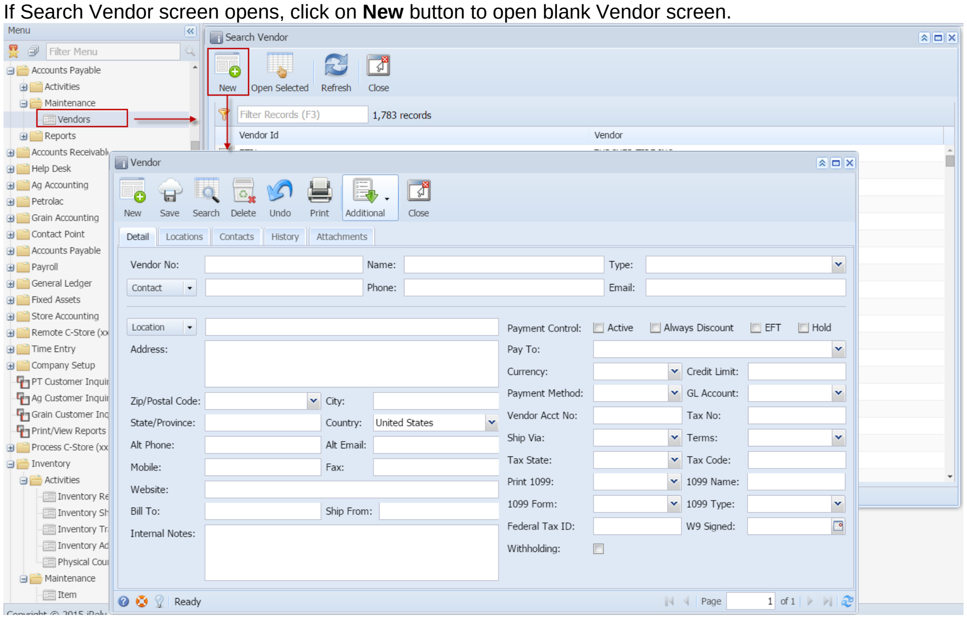




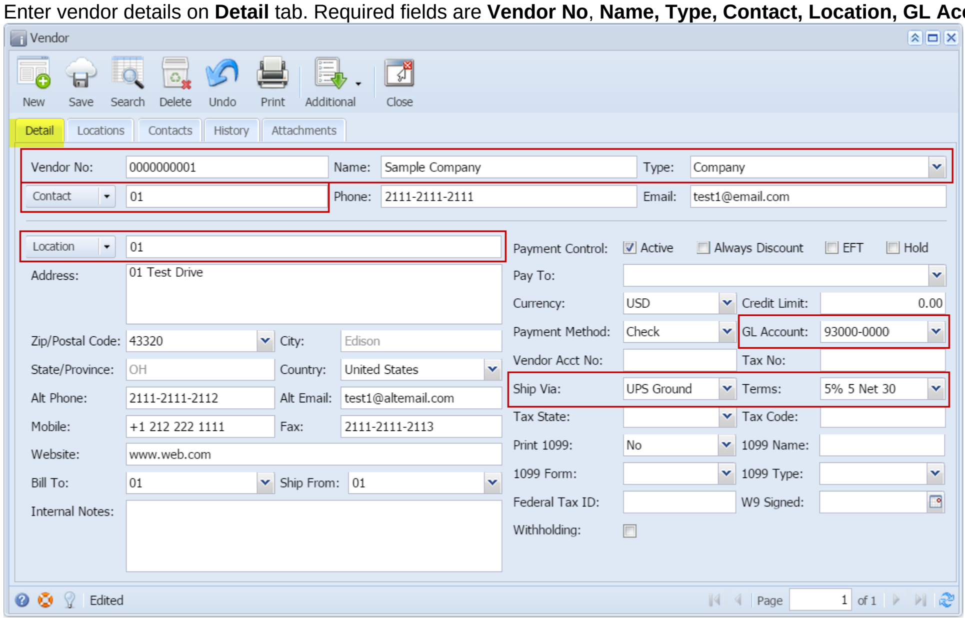
Here are the steps on how to add vendors:

- From **Main Menu**, select **Account Payables > Maintenance** and then click on **Vendors**. If there's an existing record, **Search Vendor** screen will open. Otherwise, Vendor screen will open.

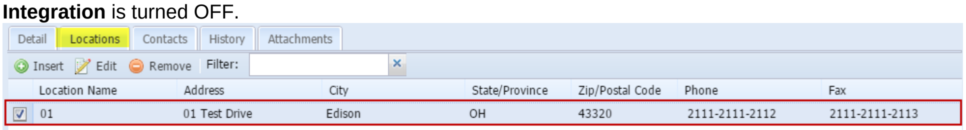
- If Search Vendor screen opens, click on **New** button to open blank Vendor screen.



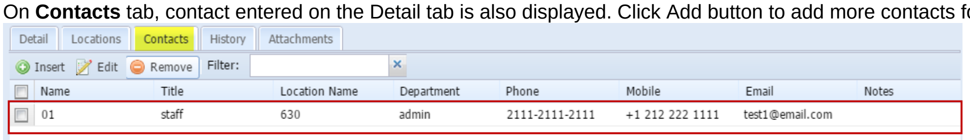
- Enter vendor details on **Detail** tab. Required fields are **Vendor No**, **Name, Type, Contact, Location, GL Account, Ship Via** and **Terms.**



- On **Locations** tab, location entered on the Detail tab is also displayed. Adding more locations is possible but this is only available when **Origin Integration** is turned OFF.



- On **Contacts** tab, contact entered on the Detail tab is also displayed. Click Add button to add more contacts for this vendor.

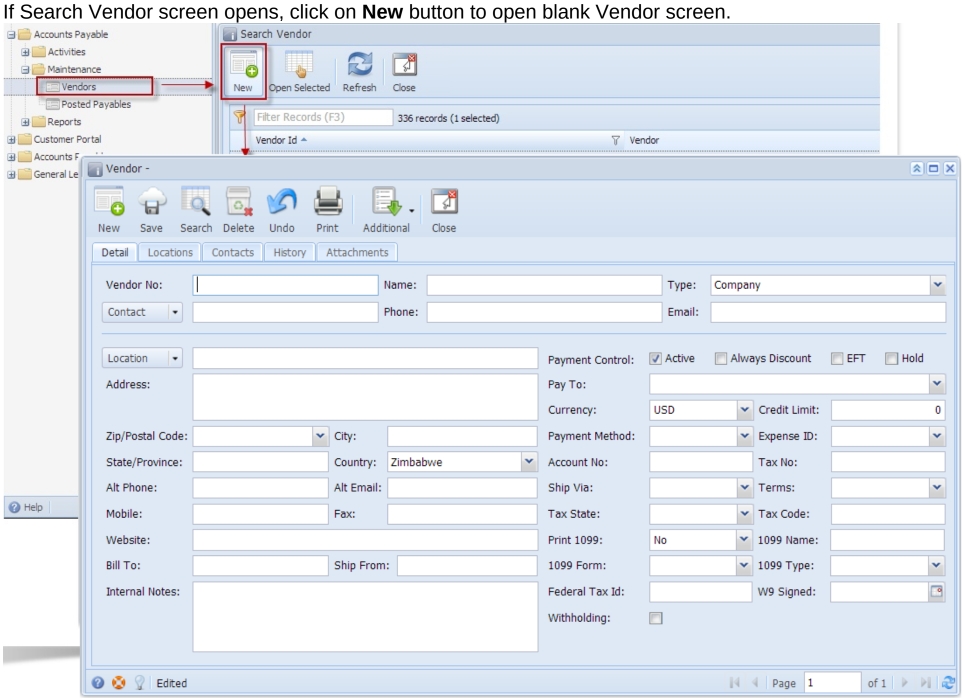


- Click **Save** toolbar button to save newly created vendor.

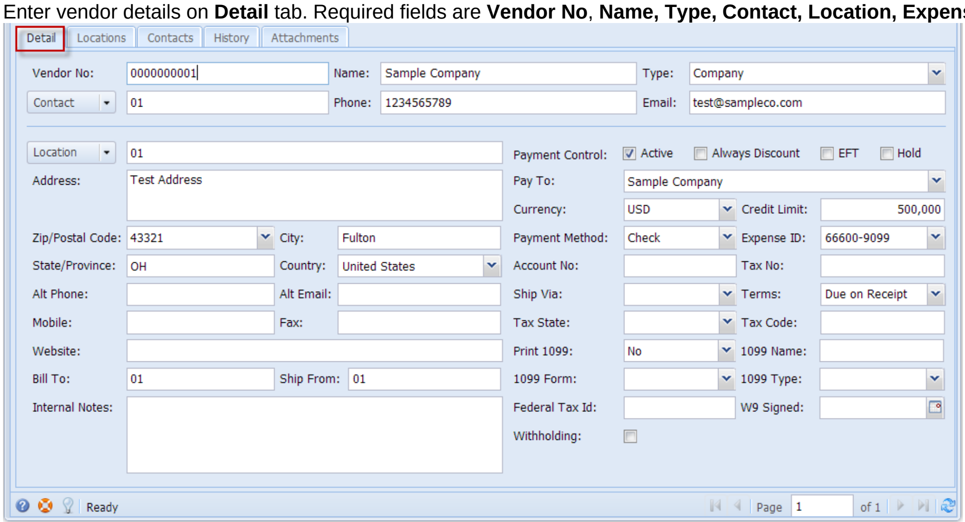
Here are the steps on how to add vendors:

- From **Main Menu**, select **Account Payables > Maintenance** and then click on **Vendors**. If there's an existing record, **Search Vendor** screen will open. Otherwise, Vendor screen will open.

- If Search Vendor screen opens, click on **New** button to open blank Vendor screen.



- Enter vendor details on **Detail** tab. Required fields are **Vendor No**, **Name, Type, Contact, Location, Expense ID, Ship Via** and **Terms.**



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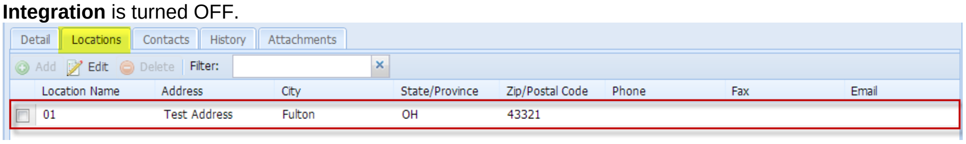

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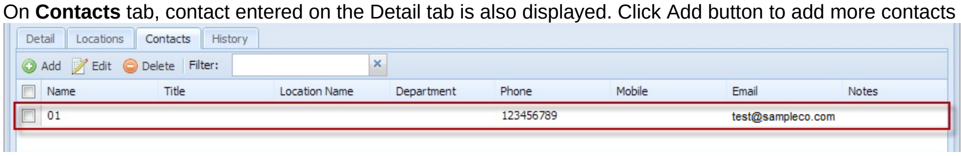

- Click **Save** toolbar button to save newly created vendor.