

# How To Edit Vendor Contacts

During the vendor creation (see [How to Add Vendors](#)) you already created a vendor contact. If you wish to edit this vendor contact or any other contacts that is already added, here are the steps:

## via Entity Tab

1. Click on **Contact Name** button from **Entity Tab**.
2. **Entity Contact** screen will open.
3. You are now ready to edit existing detail or add more details for this contact.

The screenshot shows the 'Entity - Cracked Mug' window. The 'Entity' tab is selected, and the 'Contact Name' button is highlighted with a red box. The 'Entity Contact - Cracked Mug' form is open, displaying fields for Full Name, Email (username), Title, Phone, Mobile, Alt Phone, Alt Email, Contact Method, Location Name, Contact Role, Active, Portal Access, Timezone, Type, Notes, and Email Distribution. The 'Add Photo' button is also visible.

## via Contacts Tab

1. Navigate to **Contacts Tab**.
2. Select the contact you wish to modify and click **Open** button.
3. **Entity Contact** screen will open.
4. You are now ready to edit existing detail or add more details for this contact.

The screenshot shows the 'Entity - Cracked Mug' window with the 'Contacts' tab selected. The 'Open' button is highlighted with a red box. The 'Entity Contact - Cracked Mug' form is open, displaying the same fields as in the previous screenshot.

During the vendor creation (see [How to Add Vendors](#)) you already created a vendor contact. If you wish to edit this vendor contact or any other contacts that is already added, here are the steps:

## via Entity Tab

1. Click on **Contact Name** button from **Entity** tab.
2. **Entity Contact** screen for the existing vendor will open.

3. You are now ready to edit existing detail or add more details for this contact.

The screenshot shows a web application window titled 'Entity - AP's Sample Vendor'. The 'Entity' tab is selected in the top navigation bar. Below the navigation bar, there is a 'Contact Name' dropdown menu, which is highlighted with a red box. To the right of this dropdown, the text 'AP's Contact' and 'Email: test@sample.com' are visible. Below the dropdown, the 'Entity Contact - AP's Contact' sub-form is open. This sub-form has a 'Detail' tab selected, showing fields for 'Full Name' (AP's Contact), 'Email (username)' (test@sample.com), 'Title' (empty), 'Phone' (755-1256), 'Mobile' (+1 125 1256), 'Alt Phone' (755-1258), 'Alt Email' (alttest@sample.com), 'Contact Method' (dropdown), 'Fax' (755-1257), 'Location Name' (AP's Location), 'Active' (checked), 'Department' (empty), 'Portal Access' (checked), 'Timezone' ((UTC-05:00) Eastern Time (US & Canada)), and 'Notes' (empty). The sub-form also has a 'Portal Permissions' tab. The main form has a 'Ready' status at the bottom left.

#### via Contacts Tab

1. Navigate to **Contacts** tab.
2. Select the contact you wish to modify and click **View** button.
3. **Entity Contact** screen for the existing vendor will open.
4. You are now ready to edit existing detail or add more details for this contact.

The screenshot shows the same web application window, but now the 'Contacts' tab is selected in the top navigation bar. Below the navigation bar, there is a table with columns: Name, Email (username), Title, Phone, Mobile, Location Name. The table contains one row with the data: AP's Contact, test@sample.com, 755-1256, +1 125 1256, AP's Location. The 'View' button, located to the left of the table, is highlighted with a red box. Below the table, the 'Entity Contact - AP's Contact' sub-form is open, showing the same fields as in the previous screenshot. The sub-form also has a 'Portal Permissions' tab. The main form has a 'Ready' status at the bottom left.

During the vendor creation (see [How to Add Vendors](#)) you already created a vendor contact. If you wish to edit this vendor contact or any other contacts that is already added, here are the steps:

#### via Details tab

1. Click on **Contact** button from **Details** tab.
2. **Vendor Contacts** screen for the existing vendor will open.

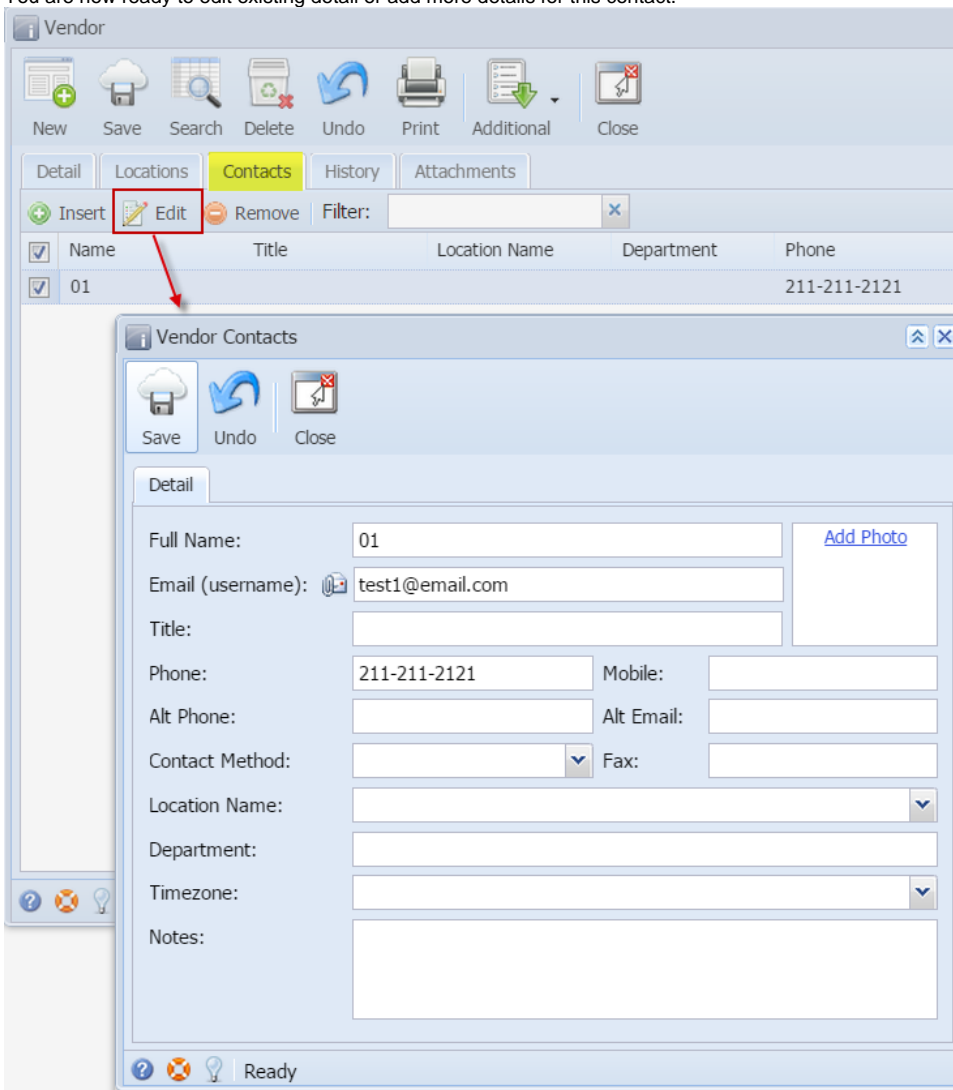
3. You are now ready to edit existing detail or add more details for this contact.

The image shows two overlapping software windows. The background window is titled 'Vendor' and has tabs for 'Detail', 'Locations', 'Contacts', 'History', and 'Attachments'. The 'Detail' tab is active, showing fields for 'Vendor No:' (0000000001), 'Name:' (Sample Company), 'Type:', 'Contact:' (01), 'Phone:' (211-211-2121), and 'Email:'. A red box highlights the 'Contact' dropdown, with a red arrow pointing to the foreground window. The foreground window is titled 'Vendor Contacts' and has a 'Detail' tab. It contains fields for 'Full Name:' (01), 'Email (username):' (test1@email.com), 'Title:', 'Phone:' (211-211-2121), 'Mobile:', 'Alt Phone:', 'Alt Email:', 'Contact Method:', 'Fax:', 'Location Name:', 'Department:', 'Timezone:', and 'Notes:'. There is also an 'Add Photo' link. The status bar at the bottom of the foreground window says 'Ready'.

#### via Contacts tab

1. Navigate to **Contacts** tab.
2. Select the contact you wish to modify and click **Edit** button.
3. **Vendor Contacts** screen for the existing vendor will open.

4. You are now ready to edit existing detail or add more details for this contact.



#### via Details tab

1. Click on **Contact** button from **Details** tab.
2. **Vendor Contacts** screen for the existing vendor will open.

3. You are now ready to edit existing detail or add more details for this contact.

The screenshot shows a software interface with a 'Vendor Contacts' window. The window has tabs for 'Detail', 'Locations', 'Contacts', 'History', and 'Attachments'. The 'Detail' tab is active. The 'Contact' dropdown is highlighted with a red box and an arrow pointing to the 'Vendor Contacts - 01' window. The 'Vendor Contacts - 01' window shows a 'Detail' tab with fields for Full Name (01), Email (test@sampleco.com), Title, Phone (123456789), Mobile, Alt Phone, Alt Email, Contact Method, Location Name, Department, Portal Access, Timezone, and Notes. The 'Add Photo' button is also visible.

#### via Contacts tab

1. Navigate to **Contacts** tab.
2. Select the contact you wish to modify and click **Edit** button.
3. **Vendor Contacts** screen for the existing vendor will open.

4. You are now ready to edit existing detail or add more details for this contact.

The screenshot displays a software application window titled "Vendor - Sample Company". The interface includes a toolbar with icons for New, Save, Search, Delete, Undo, Print, Additional, and Close. Below the toolbar are tabs for Detail, Locations, Contacts, History, and Attachments. The "Contacts" tab is active, showing a table with columns: Name, Title, Location Name, Department, Phone, and Mobile. A red box highlights the "Edit" button in the toolbar, and a red arrow points to the "Vendor Contacts - 01" dialog box. The dialog box has a "Detail" tab and contains the following fields:

- Full Name: 01
- Email (username): test@sampleco.com
- Title:
- Phone: 123456789
- Mobile:
- Alt Phone:
- Alt Email:
- Contact Method: (dropdown menu)
- Fax:
- Location Name: (dropdown menu)
- Department:
- Portal Access: ☐ Timezone: (dropdown menu)
- Notes:

The dialog box also features a "Save" button, an "Undo" button, and a "Close" button. A status bar at the bottom indicates "Ready" and "Page 1 of 0".