

How To Add Vendor Locations

Here are the steps on how to create Vendor Locations:

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 location were already set as default vendor location.
 - Purchasing (Accounts Payable) > Select existing vendor record > Entity tab

Entity - Test Vendor 1

New Save Search Refresh Delete Undo Additional Close

Entity Vendor General Locations Contacts Split Farm History Messages Activities (0) Attachments (0) Audit Log (2) Custom Crop Insurance

Name * Test Vendor 1 Phone Entity No 10053

Contact Name Test Vendor 1 Contact Suffix Email testvendor1contact@gmail.com Mobile

Entity Type Vendor Class

Location Name Location 1 Printed Name Test Vendor 1

Search Address Enter address to search...

Address Kissimmee Vineland Road

City Orlando State FL

Zip/Postal Country United States

Time Zone (UTC-04:00) Eastern Daylight Time

Document Delivery

External ERP ID Origination Date 10/5/2017

Line of Business

Line of Business

Internal Notes

? Ready

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

Entity - Test Vendor 1

New Save Search Refresh Delete Undo Additional ▾ Close

Entity Vendor General **Locations** Contacts Split Farm History Messages Activities (0) Attachments (0) Audit Log (2) Custom Crop Insurance

+ Insert 🔍 Open ✕ Remove 📄 View Filter (F3)

Location Name	Address	City	State/Province	Zip/Postal Code	Country	Phone	Fax	Pricing Level	Latitude	Longitude
Location 1	Kissimmee Vineand...	Orlando	FL		United States				0.00	0.00

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3. To enter a multiple vendor locations

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

Home iRely LLC

Purchasing (A/P) 1

Purchasing (A/P)

Activities Maintenance Import Reports

Purchase Orders 1099
Vendor Contact List Buyers
Vouchers Liens
Voucher Batch Entry 2 Vendors
Pay Vouchers
Pay Voucher Details
Process Payments
Batch Posting

Create

New Purchase Orders
New Vouchers
New Voucher Batch Entry
New Payable
New Buyer
New Lien
New Vendor

Vendor - AP Smoke Test Vendor

New Save Search Refresh Delete Undo Additional ▾ Close

Entity Vendor General **Locations** 3 Contacts Split Farm History Messages Activities (0) Attachments (0) Audit Log (3) Entity Type

+ Insert 4 🔍 Open ✕ Remove 📄 View Filter (F3)

Location Name	Address	City	State/Province	Zip/Postal Code	Country	Phone	Fax	Pricing Level	Latitude	Longitude
Test Vendor ...	Vendor Address 1	Indianapolis	IN	46204	United States				0.00	0.00

Entity Location -

New Save Search Refresh Delete Undo Add as Vendor Close 6

Details 1099 Override Audit Log (0)

Location Name

Printed Name AP Smoke Test Vendor

Search Address Enter address to search...

Address

City State/Province

Zip/Postal Country United States

Time Zone Country

Phone Fax

Currency

Ship Via Terms

Tax Group Warehouse

Pricing Level Freight Terms

Latitude Longitude

Notes

Active ☒

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- Created locations will automatically saved on locations tab > grid

Location Name	Address	City	State/Province	Zip/Postal Code	Country	Phone	Fax	Pricing Level	Latitude	Longitude
Location 1	Kissimmee Vineland Road	Orlando	FL		United States				0.00	0.00
Test Locations 2	Canada's Wonderland Dr...	Vaughan	ON		Canada				43.83	-79.54

Here are the steps on how to create Vendor Locations:

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 location were already set as default vendor location.
 - Purchasing (Accounts Payable) > Select existing vendor record > Entity tab

Entity - Test Vendor 1

New Save Search Refresh Delete Undo Additional Close

Entity Vendor General Locations Contacts Split Farm History Messages Activities (0) Attachments (0) Audit Log (2) Custom Crop Insurance

Name * Test Vendor 1 Phone Entity No 10053

Contact Name Test Vendor 1 Contact Suffix Email testvendor1contact@gmail.com Mobile

Entity Type Vendor Class

Location Name Location 1 Printed Name Test Vendor 1

Search Address Enter address to search...

Address Kissimmee Vineland Road

City Orlando State FL

Zip/Postal Country United States

Time Zone (UTC-04:00) Eastern Daylight Time

Document Delivery

External ERP ID Origination Date 10/5/2017

Line of Business

Line of Business

Internal Notes

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

Entity - Test Vendor 1

New Save Search Refresh Delete Undo Additional ▾ Close

Entity Vendor General **Locations** Contacts Split Farm History Messages Activities (0) Attachments (0) Audit Log (2) Custom Crop Insurance

+ Insert 🔍 Open ✕ Remove 📄 View Filter (F3)

Location Name	Address	City	State/Province	Zip/Postal Code	Country	Phone	Fax	Pricing Level	Latitude	Longitude
Location 1	Kissimmee Vineland...	Orlando	FL		United States				0.00	0.00

? 🌐 📧 Ready Page 1 of 1

3. To enter a multiple vendor locations

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

IRELY ADMIN - iRely LLC

Vendor Entity

New Open Import Refresh Report ▾

Vendor Entity

📄 View 🔍 Test Vendor 1 (1 record(s) selected)

Entity No	Name	Address	City	State	Zip Code	Fax
100381	Test Vendor 1	Kissimmee Vineland Road	Orlando	FL		

Entity - Test Vendor 1

New Save Search Refresh Delete Undo Additional ▾ Close

Entity Vendor General **Locations** Contacts Split Farm History Messages Activities (0) Attachments (0) Audit Log (2) Custom Crop Insurance

+ Insert 🔍 Open ✕ Remove 📄 View Filter (F3)

Location Name	Address	City	State/Province	Zip/Postal Code	Country	Phone	Fax	Pricing Level	Latitude	Longitude
Location 1	Kissimmee Vineland...	Orlando	FL		United States				0.00	0.00

Entity Location -

New Save Open Undo Close

Details Audit Log (0)

Location Name

Printed Name

Search Address Enter address to search...

Address

City

State/Province

Zip/Postal

Country United States

Time Zone

Phone

Fax

Ship Via Terms Net 30

Tax Group Warehouse

Pricing Level Freight Terms

Latitude Longitude

Notes

Active

Y Edited Page 1 of 1

- Created locations will automatically saved on locations tab > grid

Location Name*	Address	City	State/Province	Zip/Postal Code	Country	Phone	Fax	Pricing Level	Latitude	Longitude
Location 1	Kissimmee Vineland Road	Orlando	FL		United States				0.00	0.00
<input checked="" type="checkbox"/> Test Locations 2	Canada's Wonderland Dr...	Vaughan	ON		Canada				43.83	-79.54

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 location were already set as default vendor location.
 - Purchasing (Accounts Payable) > Select existing vendor record > Entity tab

Entity - Test Vendor 1

New Save Search Refresh Delete Undo Additional + Close

Entity Vendor General **Locations** Contacts Split Farm History Messages Activities (0) Attachments (0) Audit Log (2) Custom Crop Insurance

Name * Test Vendor 1 Phone Entity No 10053

Contact Name Test Vendor 1 Contact Suffix Email testvendor1contact@gmail.com Mobile

Entity Type Vendor Class

Location Name Location 1 Printed Name Test Vendor 1

Search Address Enter address to search...

Address Kissimmee Vineland Road

City Orlando State FL

Zip/Postal Country United States

Time Zone (UTC-04:00) Eastern Daylight Time

Document Delivery

External ERP ID Origination Date 10/5/2017

Line of Business

Line of Business

Contact Information

+ Insert X Remove Types

Type* Details*

Internal Notes

Ready

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

Entity - Test Vendor 1

New Save Search Refresh Delete Undo Additional ▾ Close

Entity Vendor General **Locations** Contacts Split Farm History Messages Activities (0) Attachments (0) Audit Log (2) Custom Crop Insurance

+ Insert 🔍 Open ✕ Remove 📄 View Filter (F3)

Location Name	Address	City	State/Province	Zip/Postal Code	Country	Phone	Fax	Pricing Level	Latitude	Longitude
Location 1	Kissimmee Vineland...	Orlando	FL		United States				0.00	0.00

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3. To enter a multiple vendor locations

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

IRELY ADMIN - iRely LLC

Vendor Entity

New Open Import Refresh Report ▾

Vendor Entity

📄 View 🔍 Test Vendor 1 (1 selected)

Fiscal Year: ▾ Equals ▾

Entity No	Name	Address	City	State	Zip Code	Fax
100381	Test Vendor 1	Kissimmee Vineland Road	Orlando	FL		

Entity - Test Vendor 1

New Save Search Refresh Delete Undo Additional ▾ Close

Entity Vendor General **Locations** Contacts Split Farm History Messages Activities (0) Attachments (0) Audit Log (2) Custom Crop Insurance

+ Insert 🔍 Open ✕ Remove 📄 View Filter (F3)

Location Name	Address	City	State/Province	Zip/Postal Code	Country	Phone	Fax	Pricing Level	Latitude	Longitude
Location 1	Kissimmee Vineland...	Orlando	FL		United States				0.00	0.00

Entity Location -

New Save Open Undo Close

Details Audit Log (0)

Location Name

Printed Name

Search Address Enter address to search...

Address

City

State/Province

Zip/Postal

Country United States

Time Zone

Phone

Fax

Ship Via Terms Net 30

Tax Group Warehouse

Pricing Level Freight Terms

Latitude Longitude

Notes

Active

Page 1 of 1

- Created locations will automatically saved on locations tab > grid

Location Name*	Address	City	State/Province	Zip/Postal Code	Country	Phone	Fax	Pricing Level	Latitude	Longitude
Location 1	Kissimmee Vineyard Road	Orlando	FL		United States				0.00	0.00
✓ Test Locations 2	Canada's Wonderland Dr...	Vaughan	ON		Canada				43.83	-79.54

Here are the steps on how to add vendor locations:

1. Create new vendor (see [How To Add Vendors](#)) or open an existing vendor record from **Purchasing > Vendors**.
2. Navigate to **Locations Tab** and click **Insert** action button to open blank **Entity Location** screen.

Entity Location - Cracked Mug

Location Name:

Address:

Zip/Postal: City:

State/Province: Country:

Phone: Fax:

Ship Via: Terms Due on Receipt

Tax Group: Warehouse:

Pricing Level:

Freight Terms:

County:

Notes:

Active: ☒

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

Entity Location - Location 2

Location Name:

Address:

Zip/Postal: City:

State/Province: Country:

Phone: Fax:

Ship Via: Terms Due on Receipt

Tax Group: Warehouse:

Pricing Level:

Freight Terms:

County:

Notes:

Active: ☒

Saved

- Click **Close** button. Newly added vendor location will be displayed on the grid.

Entity	Vendor	Split	Farm	Locations	Contacts	Comments (0)	History	Attachments (0)	Custom	Audit Log (3)
Filter Records (F3)										
Location Name	Address	City	State/Province	Zip/Postal Code	Country	Phone	Fax	Pricing Level		
Cracked Mug		Indianapolis	IN	46201	United States					
Location 2	123 Test Address	Indianapolis	IN	46204	United States	755-5845				

Here are the steps on how to add vendor locations:

- Create new vendor (see [How To Add Vendors](#)) or open an existing vendor record from **Purchasing > Vendor**.
- Navigate to **Locations** tab and click **Insert** action button to open blank **Entity Location** screen.

- Enter location details and click **Save**.

- Click **Close** button. Newly added vendor location will be displayed on the grid.

Entity - AP's Sample Vendor

NewSaveSearchRefreshUndoAdditionalClose

EntityVendorLocationsContactsNotesHistoryAttachmentsCustom

InsertViewRemoveLayoutFilter Records (F3)

Location Name	Address	City	State/Province	Zip/Postal Code	Country	Phone	Fax	Pricing Level
<input checked="" type="checkbox"/> AP's Location	AP's St. Cor 100...	Westerlo	NY	12193	United States			
<input type="checkbox"/> AP's Location 1	Address 1 Test ...	Centreville	VA	20120	United States	755-2584	755-2548	01

During the vendor creation (see [How to Add Vendors](#)) a vendor location is created when you enter value on Location field.

Vendor

New
 Save
 Search
 Delete
 Undo
 Print
 Additional
 Close

Detail | Locations | Contacts | History | Attachments

Vendor No: 0000000001 Name: Sample Company
 Contact: 01 Phone: 211-211-2121
 Location: 01

If you wish to add more vendor locations, here are the steps. But take note that this is only possible if **Origin Integration** from the **Company Preference** is turned **OFF**.

Company Preferences

OK
 Cancel

Options

Settings

Origin Integration: ☐

1. Navigate to **Locations** tab of Vendor screen.
2. Click **Insert** action button to open blank **Vendor Location** screen.

Detail | **Locations** | Contacts | History | Attachments

Insert
 Edit
 Remove
 Filter:

Location Name	Address	City	State/Zip
01	01 Test Drive	Metlakatla	AK

3. Enter location details and save.

Vendor Locations

Save Undo Close

Location Name: 01-2

Address: 01 Test Drive

Zip/Postal: 99926 City: Metlakatla

State/Province: AK Country: United States

Phone: Fax:

Ship Via: UPS Ground Terms: 5% 5 Net 30

Tax Code: Warehouse:

Notes: sample note 2

Saved

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

During the vendor creation (see [How to Add Vendors](#)) a vendor location is created when you enter value on Location field.

Vendor - Sample Company

New Save Search Delete Undo Print Additional

Detail Locations Contacts History Attachments

Vendor No: 0000000001 Name:

Contact 01 Phone:

Location 01

Address: 234 Main St

If you wish to add more vendor locations, here are the steps. But take note that this is only possible if **Origin Integration** from the **Company Preference** is turned **OFF**.

Company Preferences

OK Cancel

Options Settings

Origin Integration: ☐

1. Navigate to **Locations** tab of Vendor screen.

2. Click **Add** action button to open blank **Vendor Location** screen.

Vendor - Sample Company

New Save Search Delete Undo Print Additional Close

Detail **Locations** Contacts History Attachments

Add Edit Delete Filter:

Location Name	Address	City	State
01	234 Main St	Carey	OH

3. Enter location details.

Vendor Locations

OK Cancel

Location Name:

Address:

Zip/Postal: City:

State/Province: Country:

Phone: Fax:

Ship Via: Terms:

Tax Code: Warehouse:

Notes:

Ready

4. Click **OK** to close Vendor Location screen.
5. Newly added vendor location will be displayed on the grid.

Vendor - Sample Company

New Save Search Delete Undo Print Additional Close

Detail **Locations** Contacts History Attachments

Add Edit Delete Filter:

Location Name	Address	City	State/Province	Zip/Postal Code	Phone	Fax	Email
01	234 Main St	Carey	OH	43316			
Sample Location	546 Main St	Carey	OH	43316			