

# How To Edit Vendor Location

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

## via Details Tab

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

The screenshot shows the 'Entity - Cracked Mug' window with the 'Entity' tab selected. The 'Location Name' button is highlighted with a red box and an arrow. The 'Entity Location - Cracked Mug' details form is also visible, showing fields for Location Name, Address, Zip/Postal, State/Province, City, Country, and various shipping and pricing options.

## via Locations Tab

1. Navigate to **Locations Tab**.
2. Select the locations you wish to modify and click **Open** button.
3. **Entity Locations** 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 'Entity - Cracked Mug' window with the 'Locations' tab selected. The 'Open' button is highlighted with a red box and an arrow. The 'Entity Location - Cracked Mug' details form is also visible, showing fields for Location Name, Address, Zip/Postal, State/Province, City, Country, and various shipping and pricing options.

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

## via Details tab

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

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

The screenshot shows the 'Entity - AP's Sample Vendor' form. The 'Locations' tab is active. The 'Location Name' dropdown is highlighted with a red box. A red arrow points from this dropdown to the 'Entity Location - AP's Location' sub-form, which is also highlighted with a red box. The sub-form contains fields for Location Name, Address, Zip/Postal, City, State/Province, Country, Phone, Fax, Ship Via, Terms, Tax Code, Warehouse, Pricing Level, Freight terms, and Notes.

#### via Locations tab

1. Navigate to **Locations** tab.
2. Select the locations you wish to modify and click **View** button.
3. **Entity Locations** 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 'Entity - AP's Sample Vendor' form. The 'Locations' tab is active. The 'View' button is highlighted with a red box. A red arrow points from this button to the 'Entity Location - AP's Location' sub-form, which is also highlighted with a red box. The sub-form contains fields for Location Name, Address, Zip/Postal, City, State/Province, Country, Phone, Fax, Ship Via, Terms, Tax Code, Warehouse, Pricing Level, Freight terms, and Notes.

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

#### via Details tab

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

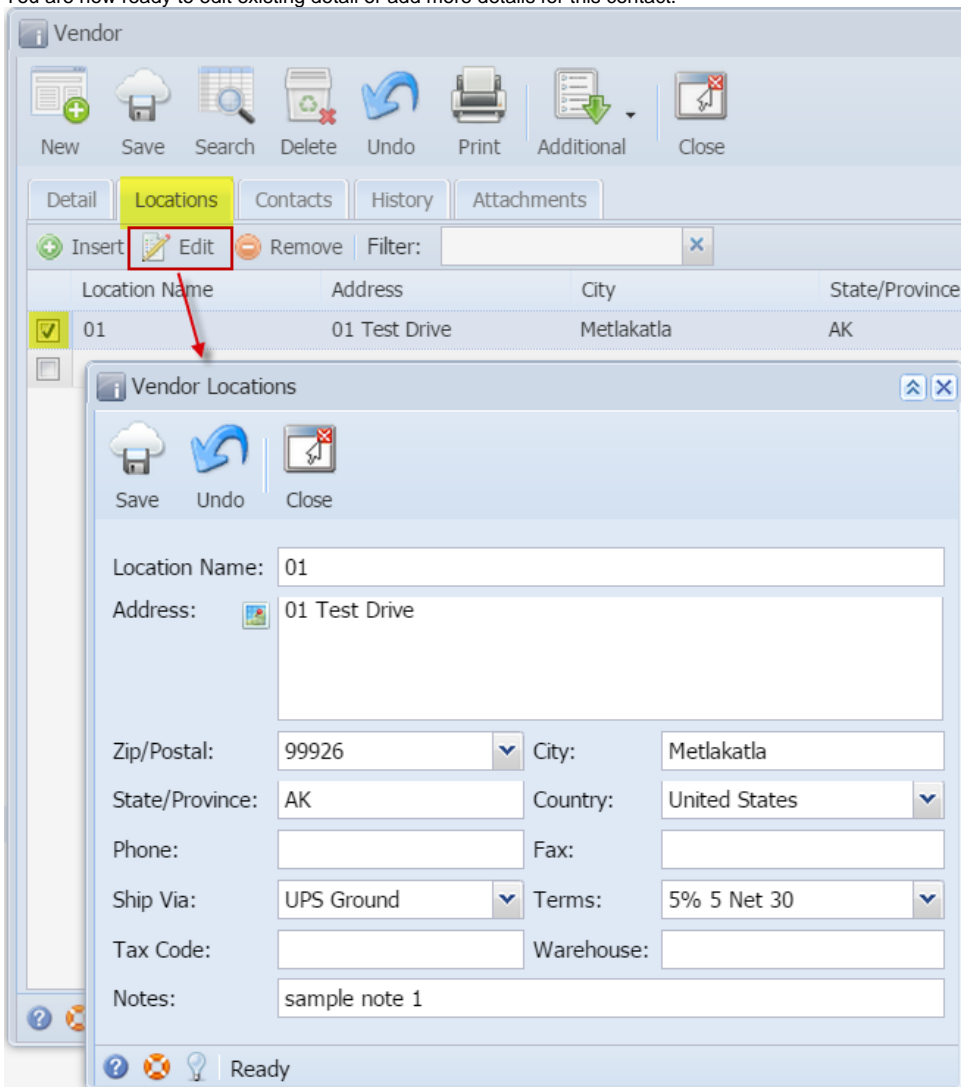
3. You are now ready to edit existing detail or add more details for this location.

The screenshot shows the 'Vendor' window with the 'Detail' tab selected. The 'Location' dropdown is highlighted with a red box, and a red arrow points from it to the 'Vendor Locations' window. The 'Vendor Locations' window is open, showing the 'Location Name' as '01' and the 'Address' as '01 Test Drive'. The 'Vendor Locations' window also has a 'Save' button and an 'Undo' button. The 'Vendor' window has a toolbar with buttons for 'New', 'Save', 'Search', 'Delete', 'Undo', 'Print', 'Additional', and 'Close'. The 'Vendor' window also has tabs for 'Detail', 'Locations', 'Contacts', 'History', and 'Attachments'. The 'Vendor' window has fields for 'Vendor No.', 'Name', 'Contact', 'Phone', 'Location', 'Payment Control', 'Address', 'Zip/Postal Code', 'State/Province', 'Alt Phone', 'Mobile', 'Website', 'Bill To', and 'Internal Note'.

#### via Locations tab

1. Navigate to **Locations** tab.
2. Select the locations you wish to modify and click **Edit** button.
3. **Vendor Locations** 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 **Location** button from **Details** tab.
2. **Vendor Location** screen for the existing vendor will open.

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

The screenshot displays the 'Vendor - Sample Company' application window. The 'Detail' tab is selected, showing fields for Vendor No (0000000001), Name (Sample Company), Contact (01), and Phone (123456789). A 'Location' dropdown menu is highlighted with a red box, and a red arrow points to the 'Add' button in the 'Vendor Locations' dialog box. The dialog box contains fields for Location Name (01), Address (123 Main St), Zip/Postal (43316), City (Carey), State/Province (OH), Country (United States), Phone, Fax, Ship Via (1), Terms (Net 30), Tax Code, Warehouse, and Notes. The status bar at the bottom indicates 'Ready'.

#### via Locations tab

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

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

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
01		234 Main St	Carey	OH	43316
✓	Sample	546 Main St	Carey	OH	43316

**Vendor Locations**

OK Cancel

Location Name:

Address: 

Zip/Postal:  City:



State/Province:  Country:

Phone:  Fax:

Ship Via:  Terms:

Tax Code:  Warehouse:

Notes:

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