

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

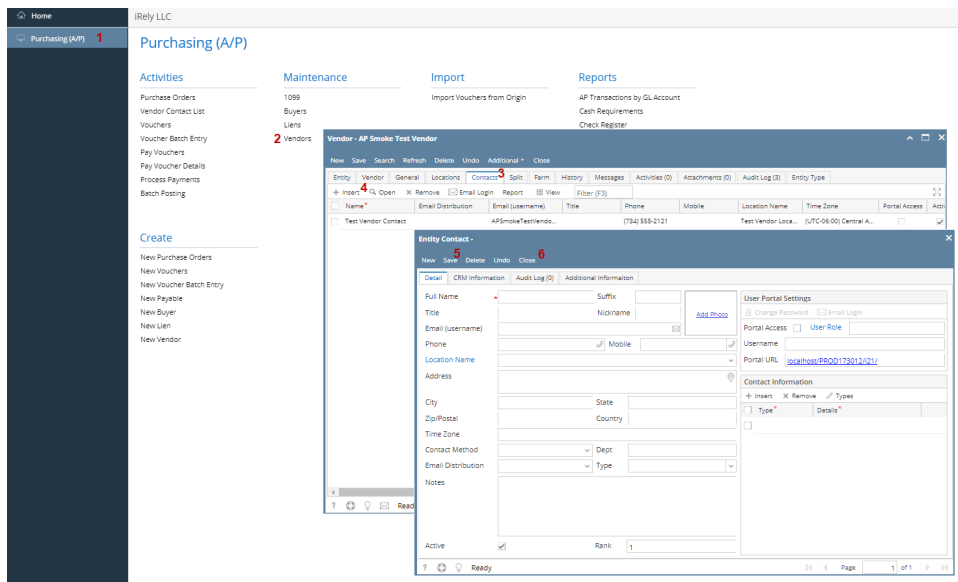
The screenshot shows the 'Entity - Test Vendor' form with the 'Entity' tab selected. The form contains various fields for vendor information. A red box highlights the 'Contact Name' dropdown menu, which is currently set to 'Test Vendor Contact'. Other visible fields include Name, Phone, Entity No, Email, Mobile, Location Name, Printed Name, Search Address, Address, City, State, Zip/Postal, Country, Time Zone, Document Delivery, External ERP ID, Origination Date, Line of Business, and Internal Notes.

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

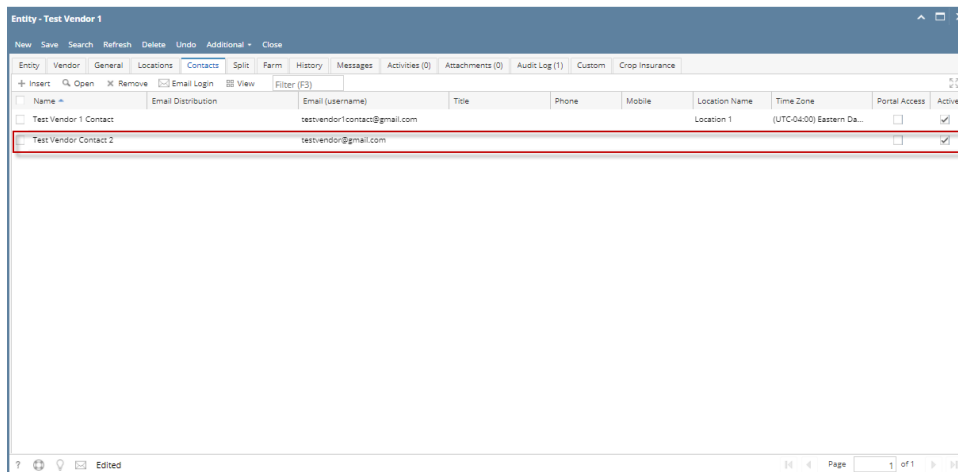
The screenshot shows the 'Entity - Test Vendor' form with the 'Contacts' tab selected. The form displays a table of vendor contacts. The table has columns for Name, Email Distribution, Email (username), Title, Phone, Mobile, Location Name, Time Zone, Portal Access, and Action. One contact is listed: 'Test Vendor Contact' with email 'testvendor@gmail.c...', phone '(571) 144-54', and location 'Test Location'. The 'Action' column has a checkmark icon.

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

Entity - Test Vendor

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 Phone (571) 144-54 Entity No 1005362

Contact Name Test Vendor Contact Suffix Email testvendor@gmail.com Mobile

Entity Type Vendor Class

Location Name Test Location Printed Name Test Vendor

Search Address Enter address to search...

Address Kissimmee Vineland Road

City Orlando State FL

Zip/Postal 1234 Country United States

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

Document Delivery

External ERP ID Origination Date 10/9/2017

Line of Business

Line of Business

Contact Information

+ Insert X Remove Types

Type Details

Internal Notes

? Ready Page 1 of 1

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

Entity - Test Vendor

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

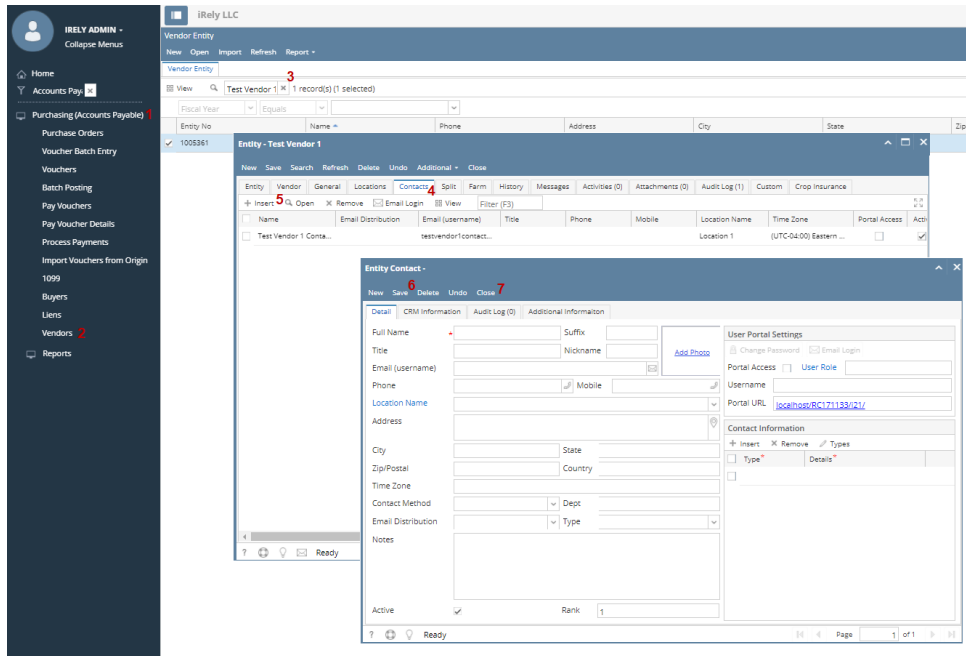
+ Insert Open X Remove Email Login View Filter (F3)

Name	Email Distribution	Email (username)	Title	Phone	Mobile	Location Name	Time Zone	Portal Access	Acti
<input type="checkbox"/> Test Vendor Contact		testvendor@gmail.c...		(571) 144-54		Test Location	(UTC-04:00) Eastern ...	<input type="checkbox"/>	<input checked="" type="checkbox"/>

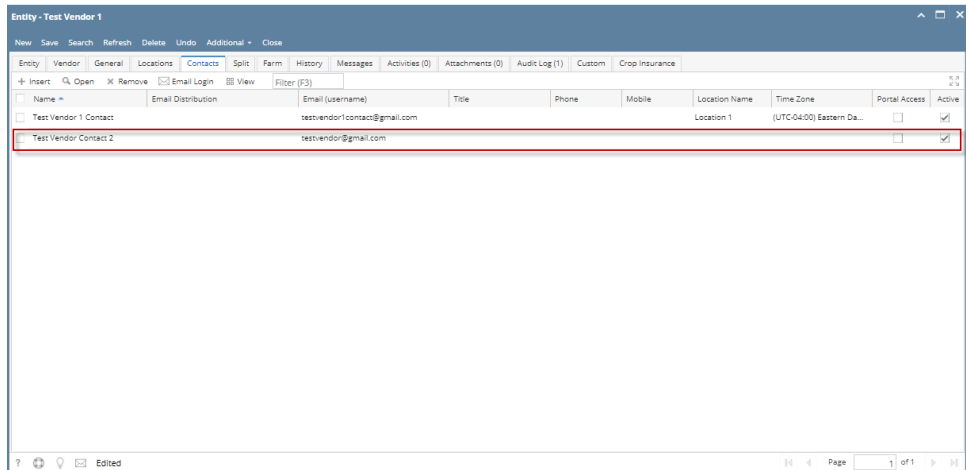
? Ready Page 1 of 1

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



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.

The screenshot shows the 'Entity - Cracked Mug' window. The 'Contacts' tab is selected in the top navigation bar. The 'Insert' button in the top toolbar is highlighted with a red box. Below the toolbar, the 'Entity Contact' form is visible, showing fields for Full Name, Email (username), Title, Phone, Mobile, Alt Phone, Alt Email, Contact Method, Location Name, Active, Department, Portal Access, Timezone, Type, Notes, and Email Distribution.

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

Entity	Vendor	Split	Farm	Locations	Contacts	Comments (0)	History	Attachments (0)	Custom	Audit Log (2)
+ Insert	Open	Remove	Email Login	Layout	Filter Records (F3)					
Name	Email (username)	Title	Phone	Mobile	Location Name	Timezone	Portal Access	Active		
<input type="checkbox"/> Cracked Mug	apsamplevendor@gmail.com				Cracked Mug		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<input type="checkbox"/> Contact 2	Contact2@testemail.com	Staff	755-8547		Cracked Mug		<input type="checkbox"/>	<input checked="" type="checkbox"/>		

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.

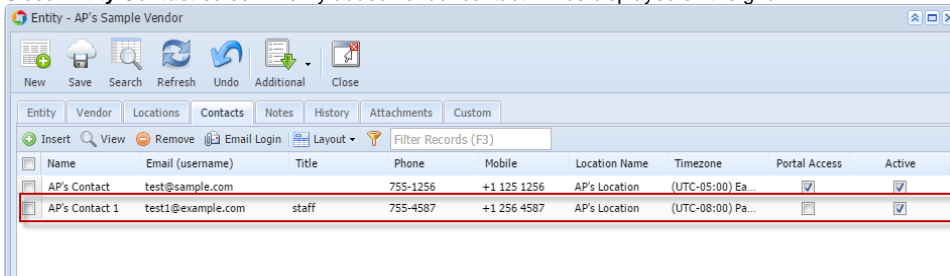
The screenshot shows the 'Entity - AP's Sample Vendor' window. The 'Contacts' tab is selected in the top navigation bar. The 'Insert' button in the top toolbar is highlighted with a red box. Below the toolbar, the 'Entity Contact' form is visible, showing fields for Full Name, Email (username), Title, Phone, Mobile, Alt Phone, Alt Email, Contact Method, Location Name, Active, Department, Portal Access, Timezone, Notes, and Email Distribution.

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

The screenshot shows the 'Entity Contact - AP's Contact 1' window. The 'Detail' tab is selected. The form is filled with the following information:

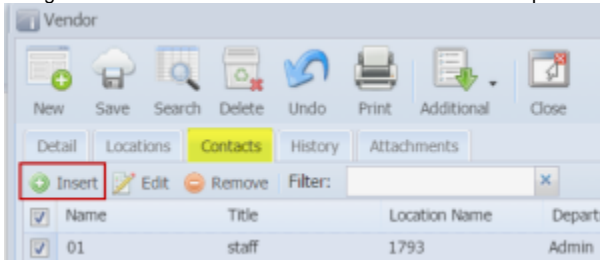
- Full Name: AP's Contact 1
- Email (username): test1@example.com
- Title: staff
- Phone: 755-4587
- Mobile: +1 256 4587
- Alt Phone: 755-4521
- Alt Email: alttest1@example.com
- Contact Method: Email or Phone
- Fax: 755-8952
- Location Name: AP's Location
- Active: ☒
- Department: Mfg
- Portal Access: ☐
- Timezone: (UTC-08:00) Pacific Time (US & Canada)
- Notes: this is a test

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

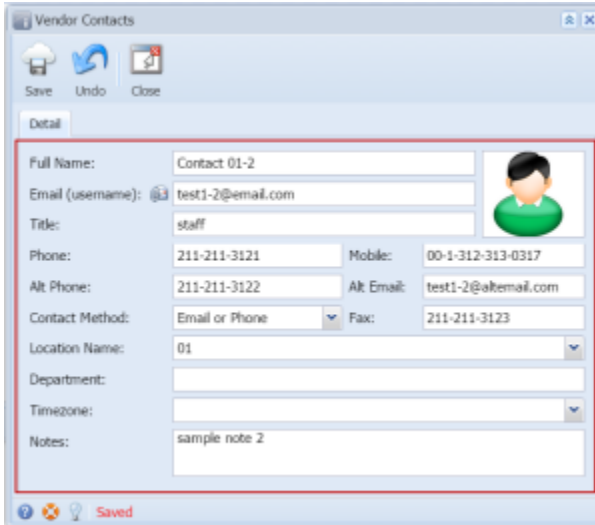


Here are the steps on how to add vendor contacts:

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.



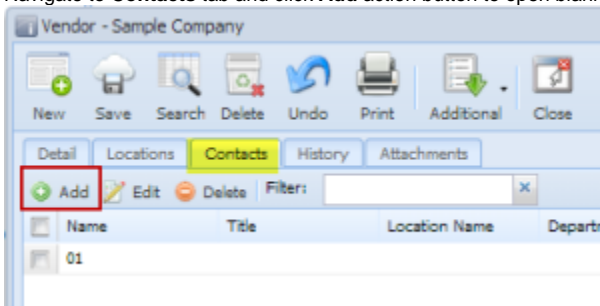
3. Enter contact details and save.



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.

Vendor Contacts - SAMPLE VENDOR CONTACT

Save Undo Close

Detail

Full Name: Sample Vendor Contact

Email (username): test1@sampleco.com

Title: Assistant

Phone: 163-980-2855 Mobile:

Alt Phone: Alt Email:

Contact Method: Fax:

Location Name:

Department: Operations Department

Portal Access: Timezone: (UTC-06:00) Central Time (US & Canada)

Notes: This is a sample note.

Edited Page 1 of 0

4. Click **Save** and **Close** buttons.

5. Newly added vendor contact will be displayed on the grid.

Add Edit Delete Filter							
	Name	Title	Location Name	Department	Phone	Mobile	Email
✓	01	Manager		Operations Dep	163-980-2855		test1@sampleco.com
✓	Sample Vendor C...	Assistant		Operations Dep	163-980-2855		test1@sampleco.c...