

Add New Vendor

To Add a New Vendor:

- 1) From the HOME page choose 'Vendors'
- 2) Click on New Vendor

Enter, at a minimum, the following information:

Company Name in the Vendor Name field

On the Address Info Tab:

Company Name (will automatically copy to first line of the Name and Address box and the Print on Check as field)

First Name and Last Name of person to whom bills should be sent (will automatically copy to second line of the Name and Address box and the Contact field)

Add address to the Name and Address box

Contact phone number

- 3) Click OK