Vendor: Add New Screen

Last Modified on 08/19/2026 11:05 pm EDT

Data Input for Add New Vendor Screen

- **Vendor #** -This is a required number code autogenerated everytime you add a new vendor. Note: Record number formatting can be set at **Settings** (gear icon, top right) > **System** > **Record Number Settings**.
- **Vendor Name** - Vendor or Supplier Name
- **Primary Contact** - Vendor's Representative / Contact Person
- **Title** - Position/Designation of Primary Contact
- **Address Info -** Input Vendor's complete address.
- **Phone & Fax** - Input Vendor's Phone & Fax numbers.
- **Email Address** - Input Vendor's Email Address
- **Shipped Via -** The shipping method.
- **Payment Terms** - Choose fron the Invoice payment terms from dropdown list. Note: This is preset at **Settings>Sales>Sales General Settings>Payment Terms** (section)
- **Account number -** The Vendor's account number which you have assigned.
- **Tax ID -** Taxpayer's Federal identification number.
- **Credit Limit -** Maximum credit amount.
- **Min Discount Amount** - Minimum discount amount.
- **Product / Svcs** - Product or Services
- **PO Type** - The Purchase Order Type
    - All POs
    - Local/Special Order POs Only
    - Long Distance/Sea Container POs Only