How to Create a Vendor One at a Time

Last Modified on 11/05/2026 3:44 pm EST

Overview

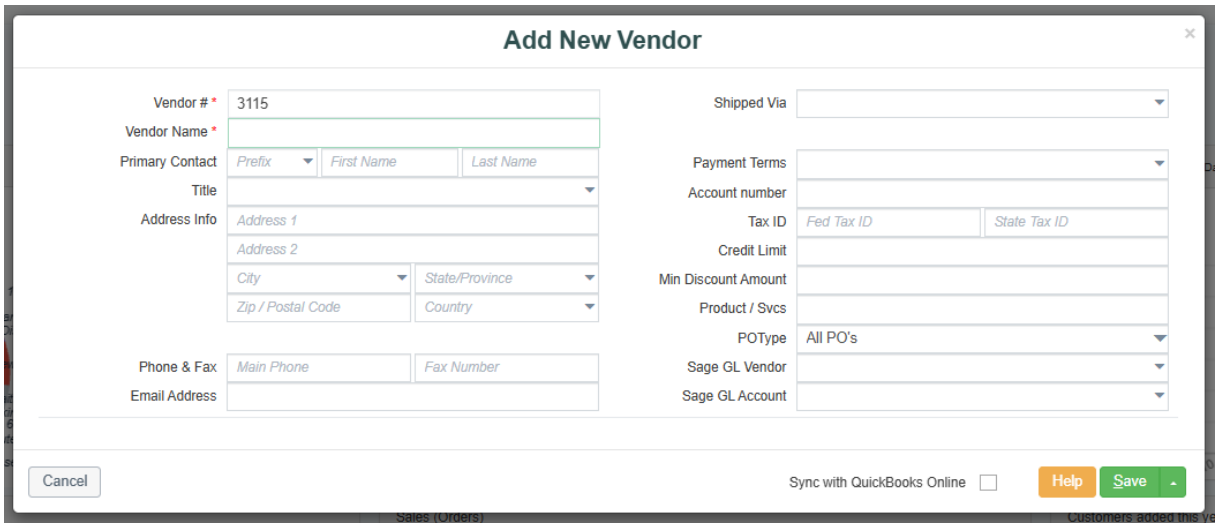
Create a vendor record in 1place to store a supplier's contact information, payment terms, and purchasing preferences.

Before You Begin

Search the **Vendor List** to check whether the vendor already exists. This helps prevent duplicate records.

Steps

1. Open **Vendors** from the Main Menu.
2. Click **New** to open the **Add New Vendor** screen.
   Tip: You can also select **Quick Start > + > Vendor**.



3. Review the **Vendor #**. This is automatically assigned based on your company's numbering settings. If your company uses manual numbering, enter the vendor number.
   For instructions, see Record Numbering – How To's.
4. Enter the **Vendor Name**.
   Note: Vendor # and **Vendor Name** are required fields.
5. Enter the vendor's contact information as applicable:

Field	What to enter or select
Primary Contact	Select the **Prefix**, then enter the contact's **First Name** and **Last Name**.
Title	Select the primary contact's job title or position.
Address Info	Enter **Address 1**, **Address 2**, **City**, **State/Province**, **Zip / Postal Code**, and **Country**.
Phone & Fax	Enter the **Main Phone** and **Fax Number**.

Email Address	Enter the vendor's email address.

6. Complete the purchasing details as applicable:

Field	What to enter or select
Shipped Via	Shipping method or carrier used by the vendor
Payment Terms	Payment terms agreed upon with the vendor
Account number	Your company's account number with the vendor
Tax ID	The vendor's **Fed Tax ID** and **State Tax ID**, if applicable
Credit Limit	Maximum credit amount available from the vendor
Min Discount Amount	Minimum discount amount applicable to purchases from the vendor
Product / Svcs	Description of the products or services the vendor provides
POType	Purchase Order types allowed for this vendor, as described below

Choose one of the following **PO Type** options:

Option	Allowed Purchase Orders
All PO's	All Purchase Order types
Local / Special Order PO's Only	Local or Special Order Purchase Orders
Long Distance / Sea Container PO's Only	Long Distance or Sea Container Purchase Orders

7. If your company uses **Sage Intacct integration**, select the appropriate **Sage GL Vendor** and **Sage GL Account**.
8. If your company uses **QuickBooks Online integration**, select **Sync with QuickBooks Online** when the vendor should be synchronized.
9. Review the information and click **Save**.

The vendor record is now created and can be selected when creating Purchase Orders allowed by its **POType** setting.

Need to add multiple vendors? To import vendor data in bulk, see the **Vendor Import** article.