

Vendors

Accounts payable > Common > Vendors > All vendors

Summary Accounts payable balances are maintained in Vendor accounts.

Steps 1. Create a Vendor

Tips • Link Vendors that are Employees to the same Address book record

Create a Vendor

- Click the new **Vendor** button.
- Fill in **Vendor account** or default from a [Number sequence](#).
- Add **Name**.
- Select the **Vendor group**.
- On the **Addresses Fast tab** click **New** to create the address.
- On the **Payment Fast tab** add **Term of payment** and **Method of payment**.

Vendors (1 - ceu) - Vendor account: Pear, Pear, Inc.

File Vendor Procurement Invoice General

Edit Delete On hold Vendor Invoices Add vendor to another legal entity Copy Contacts Bank accounts Vendor state tax IDs Summary update Transactions Balance Tax informati... Vendor requests Vendor search Attachme...

Maintain New Invoice Set up Transactions Balance

Pear : Pear, Inc. 10 | 10

Change name Change party association

Identification Vendor account: Pear Record type: Organization Name: Pear, Inc. Search name: Pear, Inc. Group: 10 Show more fields

Other information Address books: Language: en-us

Addresses

▶ Contact information

▶ Miscellaneous details 0.00 No

▶ Vendor profile

▶ Purchasing demographics USD

▶ Invoice and delivery

▶ Purchase order defaults

▶ Payment N030 USAUSD_CHK

▶ Tax 1099

▶ Financial dimensions

Primary address

Related information Recent activity Statistics Roles Relationships

Vendor account number. (0) USD | ceu Close

Interactive 4.1 Vendors

Vendors (1 - ceu) - Vendor account: Pear, Pear, Inc.

File Vendor Procurement Invoice General

Edit On hold Vendor Invoices Add vendor to another legal entity Contacts Bank accounts Vendor state tax IDs Summary update Transactions Balance Tax information Vendor requests Vendor search Attachme...

Pear : Pear, Inc. Edit

General 10 | 10

Change name Change party association

Identification Vendor account: Pear Record type: Organization Name: Pear, Inc. Search name: Pear, Inc. Group: 10

Other information Address books: Language: en-us

Show more fields

Addresses

▶ **Contact information**

▶ **Miscellaneous details** Invoice and delivery Purchase order defaults 0.00 No

▶ **Vendor profile**

▶ **Purchasing demographics** USD

▶ **Invoice and delivery**

▶ **Purchase order defaults**

▶ **Payment** Payment N030 USAUSD_CHK

▶ **Tax 1099**

▶ **Financial dimensions** Financial dimensions

Related information Recent activity Statistics Roles Relationships

Vendor account number. (0) USD ceu Close



Movie 4.1 Vendors

Vendors (1 - ceu) - New Record

File Vendor Procurement Invoice General

Edit Delete On hold Vendor Invoices Add vendor to another legal entity Copy Bank accounts Vendor state tax IDs Summary update Transactions Balance Tax information Vendor requests Vendor search Attachme...

Maintain New Invoice Set up Transactions Balance Related information

New Record

General

Change name Change party association

Identification

Vendor account: 1005

Record type: Organization

Name: Orange, Inc.

Search name: Orange, Inc.

Group: 10

Show more fields

Other information

Address books:

Language: en-us

Primary address

Related information

Recent activity

Statistics

Roles

Relationships

Addresses

Contact information

Miscellaneous details 0.00 No

Vendor profile

Purchasing demographics USD

Invoice and delivery

Purchase order defaults

Payment

Tax 1099

Financial dimensions

Vendor group that the vendor is attached to.

USD ceu Close