

# Notes

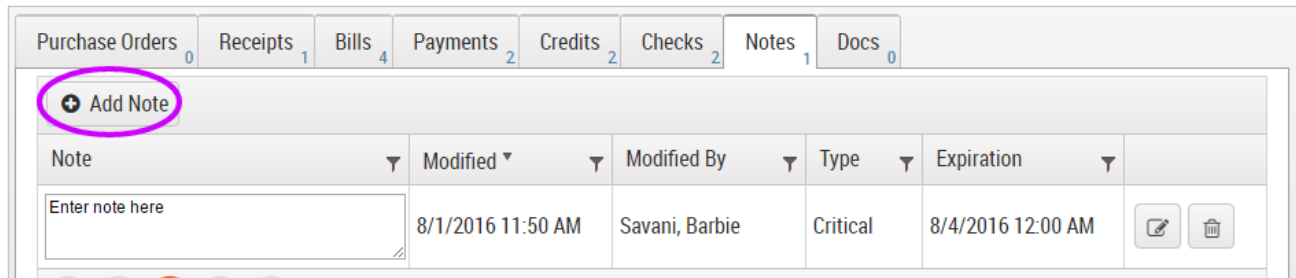
Last Modified on 11/07/2016 12:55 pm EST

Add internal notes about the vendor in this tab.

## Add Vendor Note

### Add Note

Click "Add Note" on the left side of the page.

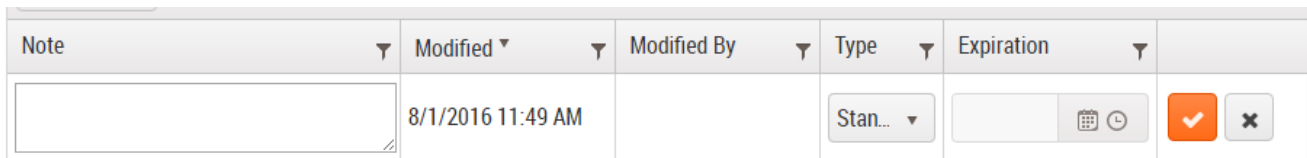


The screenshot shows a navigation bar with tabs for Purchase Orders (0), Receipts (1), Bills (4), Payments (2), Credits (2), Checks (2), Notes (1), and Docs (0). Below the tabs, a table lists notes. The first row is highlighted, and the 'Add Note' button is circled in purple. The table columns are Note, Modified, Modified By, Type, and Expiration.

Note	Modified	Modified By	Type	Expiration
Enter note here	8/1/2016 11:50 AM	Savani, Barbie	Critical	8/4/2016 12:00 AM

### Complete Fields

Complete note fields.



The screenshot shows a single note form. The 'Note' field is empty. The 'Modified' field shows '8/1/2016 11:49 AM'. The 'Modified By' field is empty. The 'Type' field is a dropdown menu with 'Stan...' selected. The 'Expiration' field is empty. There are 'Save' and 'Cancel' buttons at the bottom right.

Note	Modified	Modified By	Type	Expiration
	8/1/2016 11:49 AM		Stan...	

### Note Content

Enter the note's content in the white box under the "Note" header.

### Type

Select note type from the dropdown box.

Standard

This is an internal note at the vendor level.

Critical



This is an internal note at the vendor level that will appear every time you open the vendor details page.

### Expiration

"Expiration" only applies to critical notes. Select the date and time you would like the note to expire. The note will no longer appear everytime you open the vendor details page after this date.

## Save

Click the check mark on the right side of the screen to save.

Note	Modified	Modified By	Type	Expiration	
<input type="text"/>	8/1/2016 11:49 AM		Stan...	<input type="text"/>	 

## Editing a Note

Click the pencil icon to the to the right of the note you would like to edit.

Purchase Orders	Receipts	Bills	Payments	Credits	Checks	Notes	Docs
0	1	4	2	2	2	1	0
<input type="button" value="Add Note"/>							
Note	Modified	Modified By	Type	Expiration			
<input type="text" value="Enter note here"/>	8/1/2016 11:50 AM	Savani, Barbie	Critical	8/4/2016 12:00 AM	