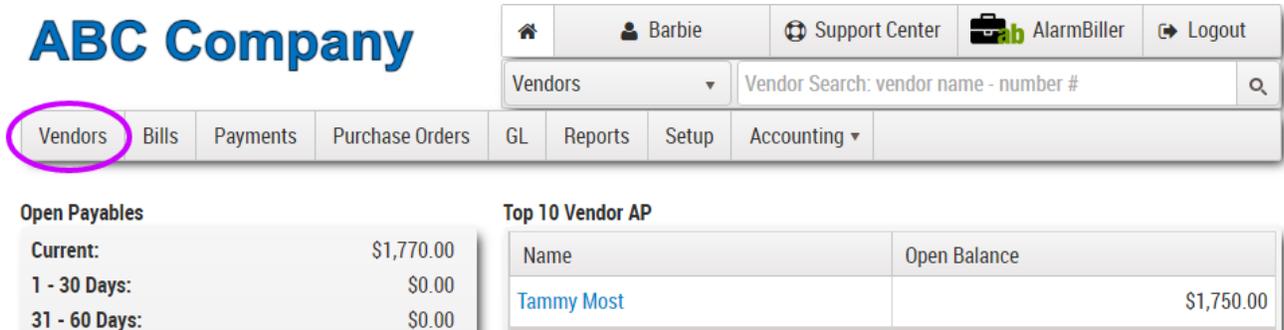


Adding a New Vendor

Last Modified on 11/07/2016 2:31 pm EST

To begin adding a new vendor, click "Vendors" in the upper left corner of the page.



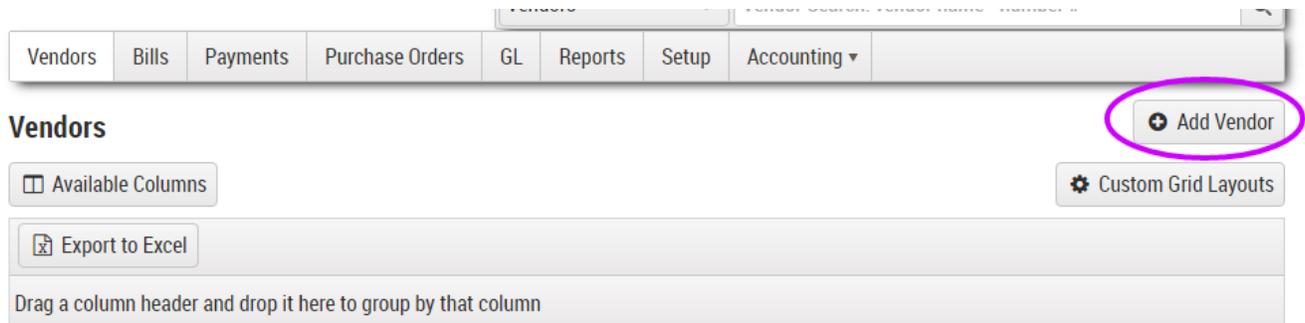
The screenshot shows the ABC Company dashboard. At the top left is the company logo. To the right are navigation links for Home, Barbie (user), Support Center, AlarmBiller, and Logout. Below these is a search bar for Vendors with the text "Vendor Search: vendor name - number #". A horizontal menu contains several options: Vendors, Bills, Payments, Purchase Orders, GL, Reports, Setup, and Accounting. The "Vendors" option is circled in purple. Below the menu are two summary sections: "Open Payables" and "Top 10 Vendor AP".

Open Payables	
Current:	\$1,770.00
1 - 30 Days:	\$0.00
31 - 60 Days:	\$0.00

Top 10 Vendor AP	
Name	Open Balance
Tammy Most	\$1,750.00

Add New Vendor

Click "Add Vendor" on the upper right side of the page.



The screenshot shows the Vendors page. At the top is a navigation menu with options: Vendors, Bills, Payments, Purchase Orders, GL, Reports, Setup, and Accounting. Below the menu is a section titled "Vendors". On the right side of this section, there is a button labeled "Add Vendor" with a plus sign icon, which is circled in purple. Other buttons include "Available Columns", "Export to Excel", and "Custom Grid Layouts". Below these buttons is a text prompt: "Drag a column header and drop it here to group by that column".

Fill out Fields

Fill Out Fields in the Add Vendor page that appears.

Add Vendor

Vendor Number:	<input type="text" value="10002"/>	?	Ref. Number:	<input type="text"/>	?
Name:	<input type="text"/>	?	Web Page:	<input type="text"/>	
Payable To:	<input type="text"/>		Term:	<input type="text" value="Please Select"/>	
Memo:	<input type="text"/>				

Mailing Address	<input type="checkbox"/> Use mailing address			
Address 1	<input type="text"/>			
Address 2	<input type="text"/>			
City	<input type="text"/>	<input type="text" value="Please Select"/>	<input type="text" value="Zip Code"/>	<input type="text" value="Plus 4"/>
Country	<input type="text"/>			

Phone Number:	<input type="text"/>	<input type="text" value="Ext."/>	Sales Phone:	<input type="text"/>	<input type="text" value="Ext."/>
Other Phone:	<input type="text"/>	<input type="text" value="Ext."/>	Sales Email:	<input type="text"/>	
Fax Number:	<input type="text"/>		Support Phone:	<input type="text"/>	<input type="text" value="Ext."/>
Email:	<input type="text"/>		Support Email:	<input type="text"/>	

Comments

250 characters remaining

Vendor Number

AlarmBiller will automatically create a new customer number in increments of one.

Name

Enter the vendors name

Payable To

Enter the formal company or vendor name you would like payments to be addressed to.

Memo

Enter a memo you would like to appear on **payments?**

Ref. Number

Enter the account number the vendor uses to identify you.

Web Page

Enter the vendor's web page address

Term

enter when your payments to the vendor are due relative to the invoice date.

Mailing Address

Enter the vendor's mailing address

Remittance Address

Enter the address the vendor accepts payments from

Phone/Email

Enter the vendor phone and email information as needed.

Comments

Enter internal comments about the vendor.

Save

Click "Save" in the upper right corner to continue.

Vendors Bills Payments Purchase Orders GL Reports Setup Accounting ▾

Add Vendor ✕ Cancel Save

Vendor Number: 10002 ? Ref. Number: 46574567 ?

The Vendor Details Page will appear

[\(hyperlink\)](#)