Adding a New Vendor
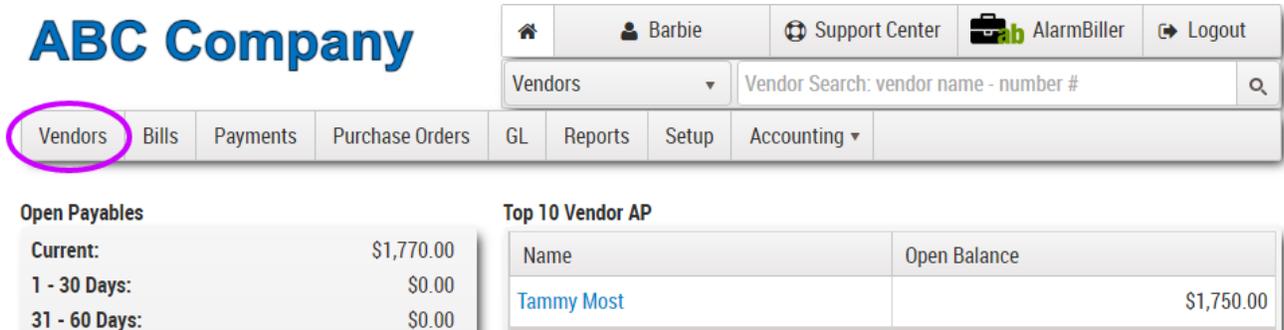
Last Modified on 11/07/2016 2:31 pm EST

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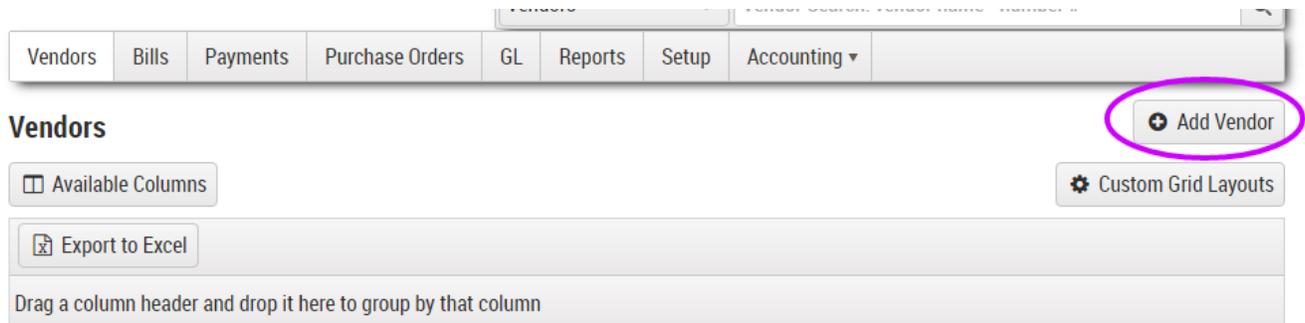

Add New Vendor

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

Fill out Fields

Fill Out Fields in the Add Vendor page that appears.

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 idenfy 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 paymentts 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.

The Vendor Details Page will appear

(hyperlink)