

## Contact Information

Last Modified on 05/05/2023 2:21 pm EDT

- **Vendor ID:** This is a unique number assigned to the vendor upon add by the computer. The next vendor ID is held in **Settings > Accounts Payable > General Options**
- **Name:** The name of the vendor that displays everywhere in the system except checks and EFT's. If the vendor has a name change, simply change it here.
- **Payment Name:** The name of the vendor that displays on all checks and EFT's.
- **Address ID:** Allows maintaining multiple addresses for this vendor, such as a remittance address, as well as a physical address, etc. It is recommended to use **PRIMARY** as the vendor address to print on the check. The **PRIMARY** address will be defaulted on the invoice entry screen, but a different address may be selected.
- **Address:** The address information printed on checks.
- **Phone 1 & 2:** Used for internal use only.
- **Fax:** Used for internal use only.
- **Email:** Vendor's email address. You may email a vendor from the Vendors (list) screen, by locating the vendor, right-click, Email Vendor. This email address is also used for email notification of vendor payments via EFT, emailing a purchase order, etc.
- **Attachments:** Allows you to attach file, pdf, document, etc. to send to SGA A/P Staff.

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New Delete Attachments Purchase Orders Summary ▼

  

Vendor ID:	<input type="text"/>
Name:	<input type="text"/>
Payment Name:	<input type="text"/>

  

Primary Address

Address ID:	PRIMARY	<input type="text"/>	<input type="text"/>
Contact:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address 1:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address 2:	<input type="text"/>	<input type="text"/>	<input type="text"/>
City:	<input type="text"/>	<input type="text"/>	<input type="text"/>
State:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Zip:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country:	United States	<input type="text"/>	<input type="text"/>
Phone 1:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone 2:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email:	<input type="text"/>	<input type="text"/>	<input type="text"/>

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