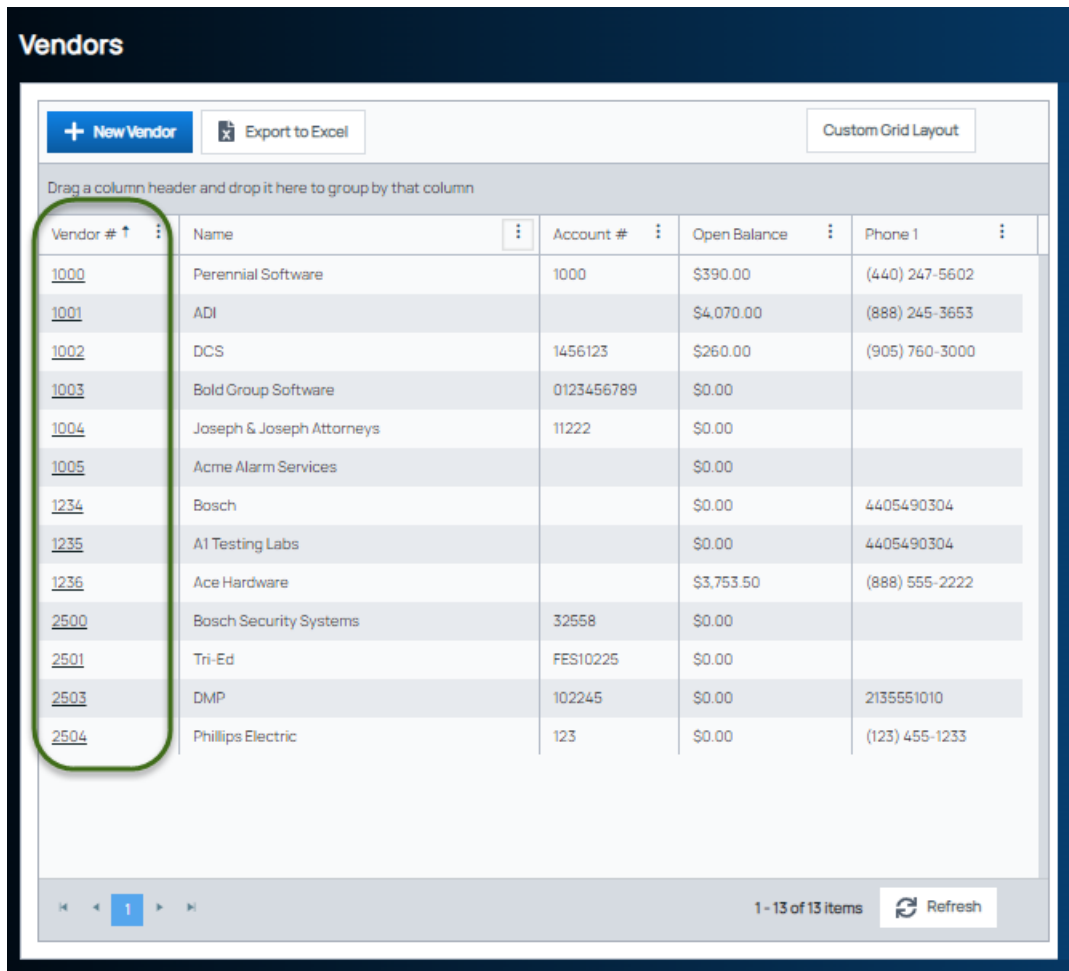# Add Vendor Notes

Last Modified on 03/28/2025 4:54 pm EDT

To add a Vendor Note, navigate to Accounts Payable > Vendors.

The Vendor list opens. Locate the desired vendor, and then click on the hyperlink of the vendor in the Vendor # column.

The Vendor page opens. Click on the Notes tab, and then click the **Add Note** button.

The Note Edit form opens. Type in the note. In the **Type** field, there are two choices: Critical and Standard. If the note is saved with the Critical type, each time the vendor record is opened, this note will be displayed. If saving the note with the Critical type, you have the option of entering an expiration date for the note.

When finished, click the **Save** button.