Edit Vendor Documents
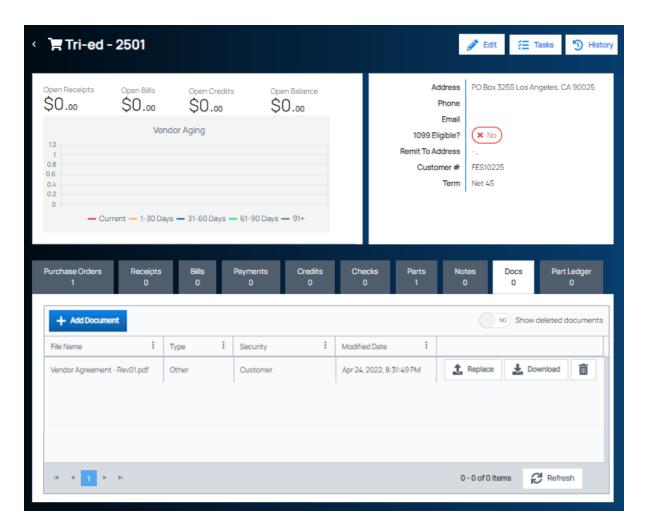
To edit Vendor Document, navigate to Accounts Payable > Vendors.

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

The Vendor page will be displayed. Click on the Docs tab. Locate the desired document within the grid area, and then double-click on the Document row.

The Edit document form will be displayed. There are only two editable fields: the File Name and the Document Type. Make the necessary changes, and then click on the Save button when finished.