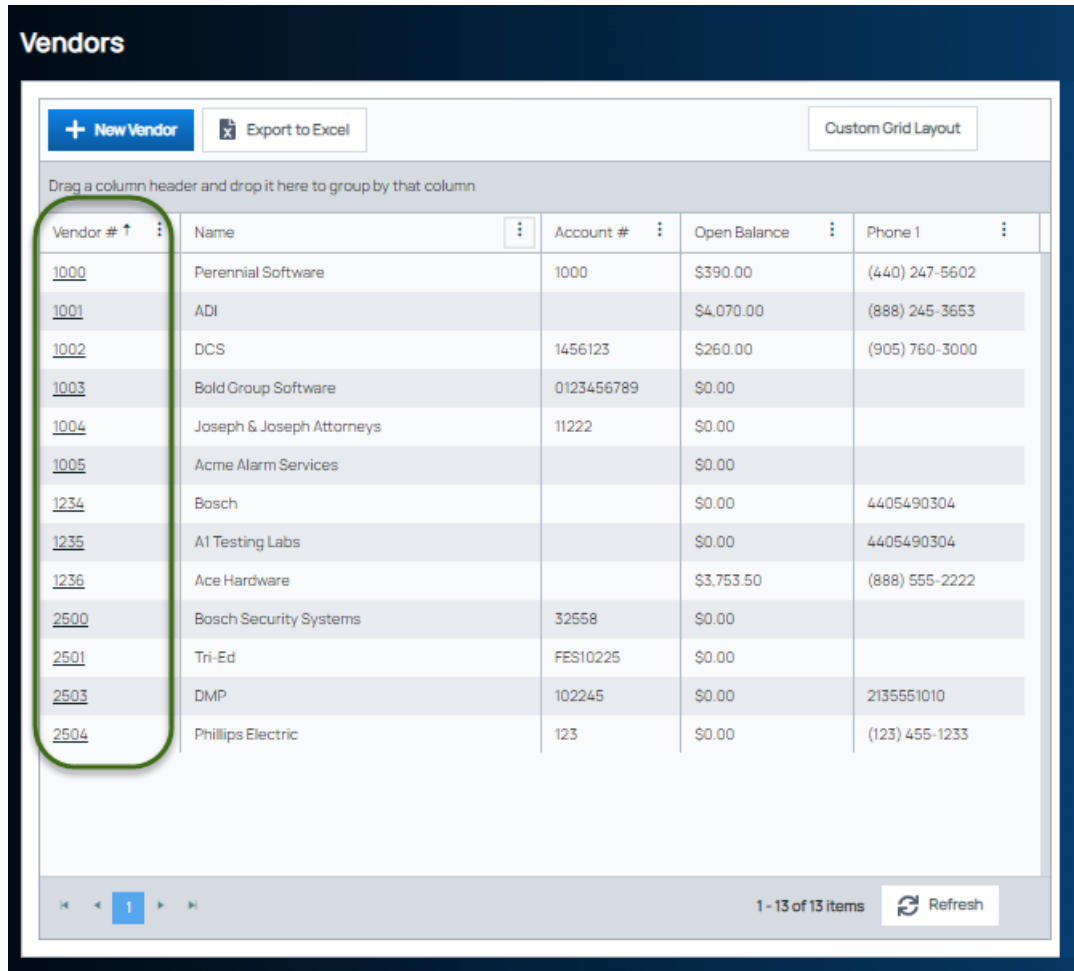


Edit Vendor Documents

Last Modified on 04/27/2022 5:41 pm EDT

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 screenshot shows the 'Vendors' page interface. At the top, there are buttons for '+ New Vendor', 'Export to Excel', and 'Custom Grid Layout'. Below these is a header for a table with columns: Vendor #, Name, Account #, Open Balance, and Phone 1. The 'Vendor #' column is highlighted with a green circle. The table contains 13 rows of vendor data. At the bottom, there is a pagination control showing '1' and a 'Refresh' button.

Vendor #	Name	Account #	Open Balance	Phone 1
1000	Perennial Software	1000	\$390.00	(440) 247-5602
1001	ADI		\$4,070.00	(888) 245-3653
1002	DCS	1456123	\$260.00	(905) 760-3000
1003	Bold Group Software	0123456789	\$0.00	
1004	Joseph & Joseph Attorneys	11222	\$0.00	
1005	Acme Alarm Services		\$0.00	
1234	Bosch		\$0.00	4405490304
1235	A1 Testing Labs		\$0.00	4405490304
1236	Ace Hardware		\$3,753.50	(888) 555-2222
2500	Bosch Security Systems	32558	\$0.00	
2501	Tri-Ed	FES10225	\$0.00	
2503	DMP	102245	\$0.00	2135551010
2504	Phillips Electric	123	\$0.00	(123) 455-1233

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.

Tri-ed - 2501 Edit Tasks History

Open Receipts \$0.00 Open Bills \$0.00 Open Credits \$0.00 Open Balance \$0.00

Vendor Aging

1099 Eligible? No

Address PO Box 3255 Los Angeles, CA 90025
 Phone
 Email
 Remit To Address -.
 Customer # FES10225
 Term Net 45

Purchase Orders 1 Receipts 0 Bills 0 Payments 0 Credits 0 Checks 0 Parts 1 Notes 0 Docs 0 Part Ledger 0

+ Add Document Show deleted documents

File Name	Type	Security	Modified Date	
Vendor Agreement - Rev01.pdf	Other	Customer	Apr 24, 2022, 8:31:49 PM	Replace Download Trash

0 - 0 of 0 items Refresh

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.

Edit Vendor Agreement - Rev01.pdf

File Name

Document Type

Save Cancel