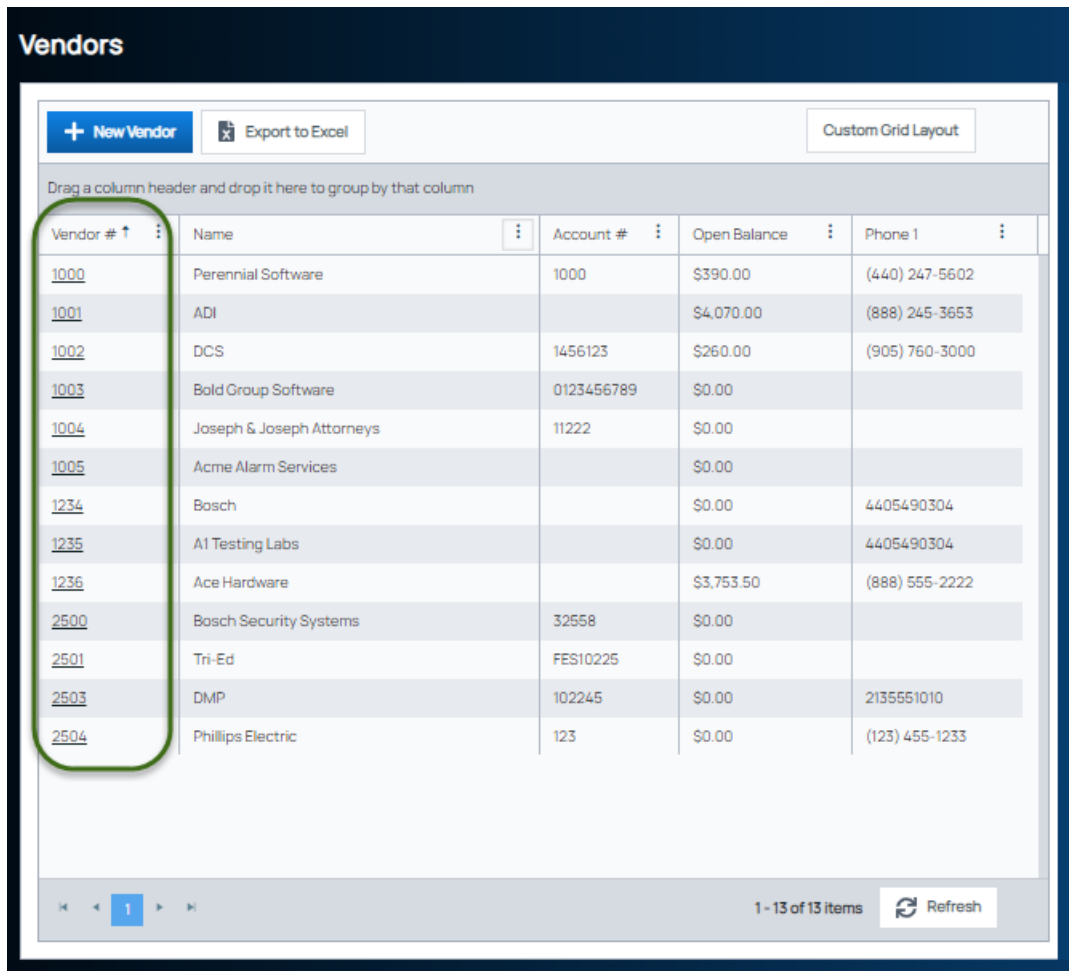


Edit Vendor Documents

Last Modified on 12/02/2025 1:29 pm EST

To edit Vendor Document, 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 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 bar with the text 'Drag a column header and drop it here to group by that column'. The main table has five columns: 'Vendor #', 'Name', 'Account #', 'Open Balance', and 'Phone 1'. The 'Vendor #' column contains hyperlinks for each vendor. A green circle highlights the 'Vendor #' column. At the bottom, there is a pagination bar showing '1 - 13 of 13 items' 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 opens. 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

	Current	1-30 Days	31-60 Days	61-90 Days	91+
1.2					
1					
0.8					
0.6					
0.4					
0.2					
0					

Address PO Box 3255 Los Angeles, CA 90025

Phone

Email

1099 Eligible? ✖ No

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

☐ NO Show deleted documents

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

<<
<
1
>
>>

0 - 0 of 0 items

Refresh

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

Edit Vendor Agreement - Rev01.pdf

File Name

Vendor Agreement - Rev01.pdf

Document Type

Other

Save

Cancel