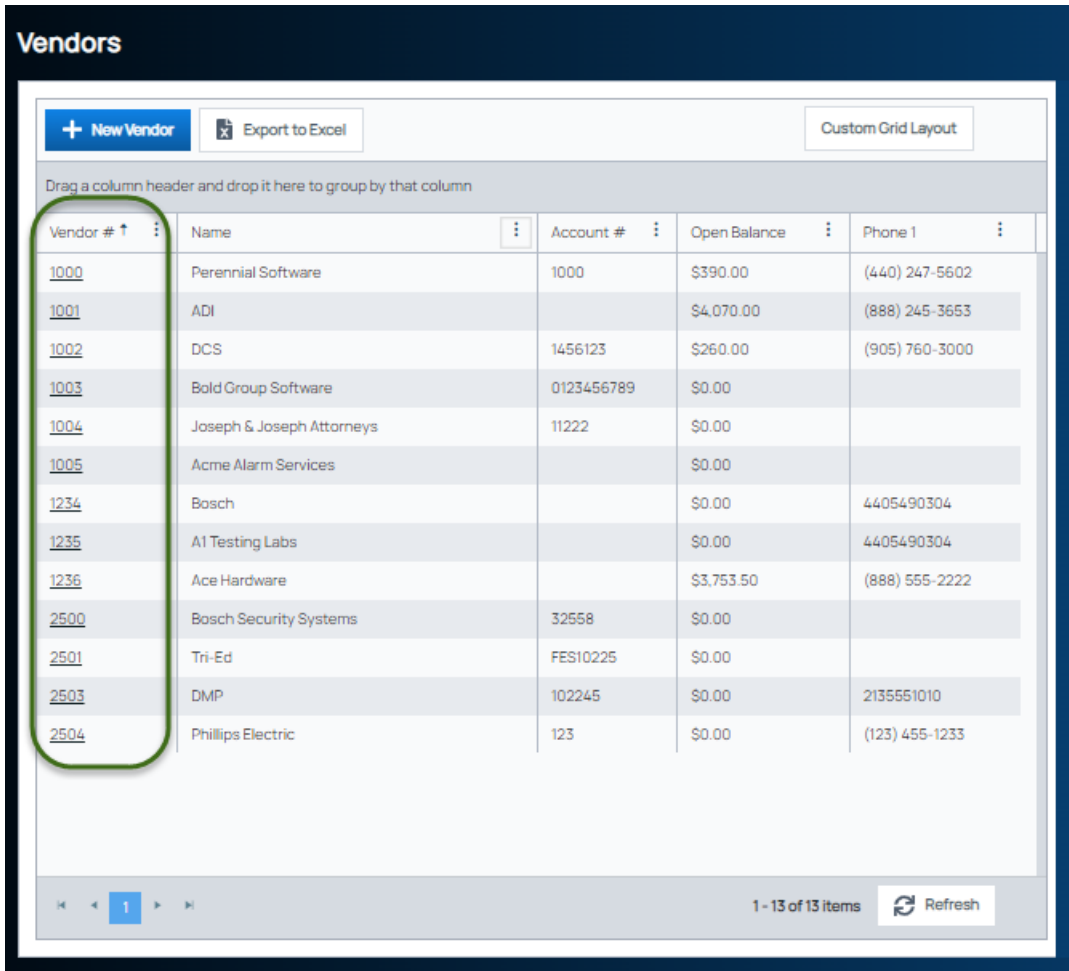


# Edit Vendor Documents

Last Modified on 03/28/2025 5:07 pm EDT

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 with a table of vendor information. The 'Vendor #' column is highlighted with a green circle. The table has the following data:

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

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 Show deleted documents

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

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

Document Type