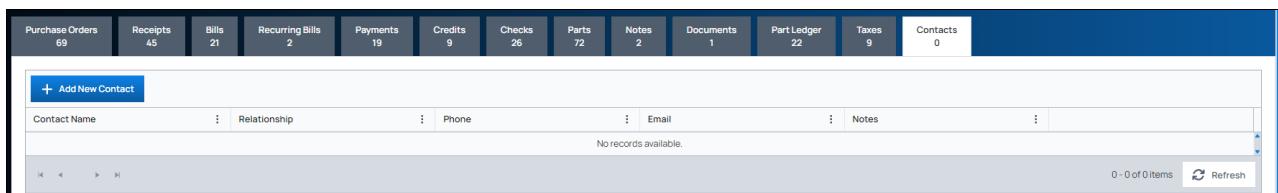


Vendor Contacts

Last Modified on 01/21/2026 5:10 pm EST

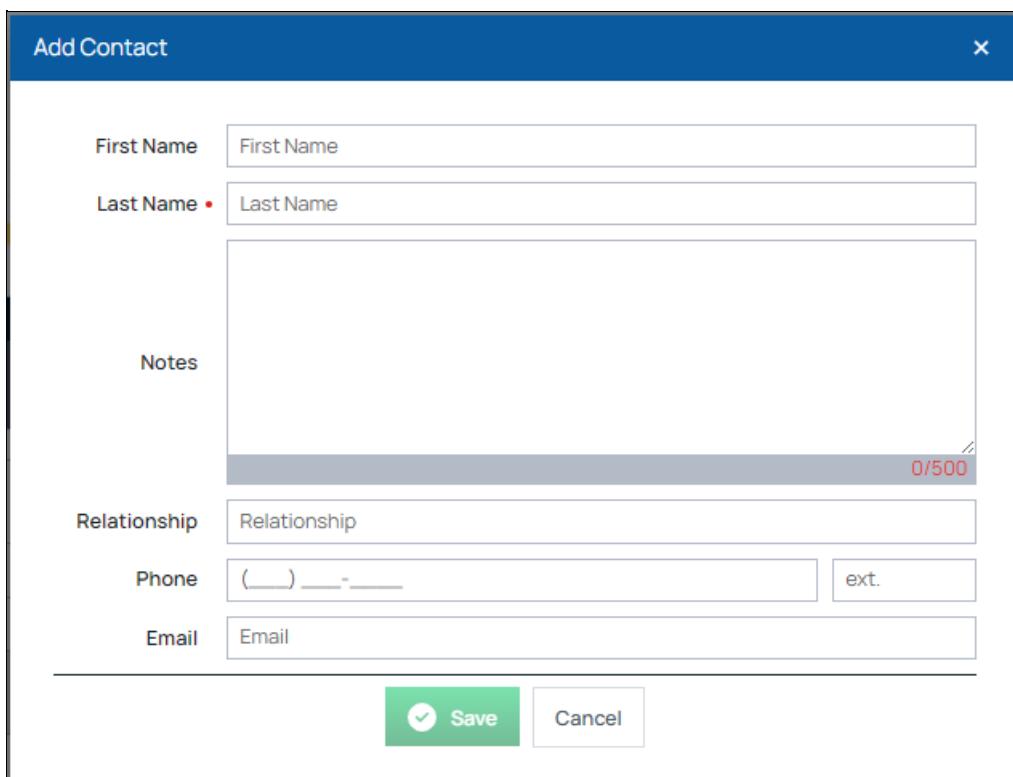
The Vendor detail page (Accounts Payable > Vendors > Vendor # hyperlink), has a Contacts tab. Use this tab to add vendor contacts and view a list of existing contacts:



A screenshot of a vendor contact grid. The top navigation bar shows various categories with their counts: Purchase Orders (69), Receipts (45), Bills (21), Recurring Bills (2), Payments (19), Credits (9), Checks (26), Parts (72), Notes (2), Documents (1), Part Ledger (22), Taxes (9), and Contacts (0). The Contacts tab is selected. Below the grid, there is a header row with columns for Contact Name, Relationship, Phone, Email, and Notes. A message below the grid states 'No records available.' At the bottom right, it says '0 - 0 of 0 items' and has a 'Refresh' button.

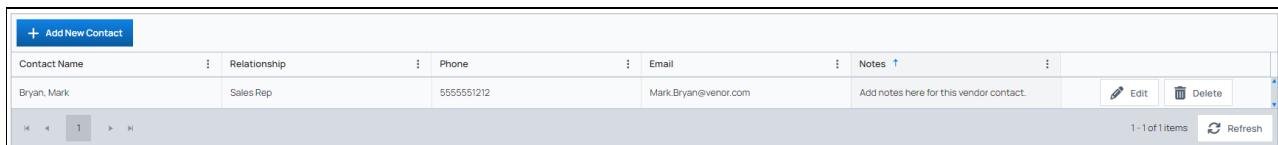
You can sort the information in the columns (Contact Name, Relationship, Phone, Email, and Notes) and can filter the information in any of the columns.

Click the **Add New Contact** button to open the Add Contact form:



A screenshot of the 'Add Contact' form. It has fields for First Name, Last Name, Notes (with a character limit of 0/500), Relationship, Phone (format (___) ___-___ and ext.), and Email. At the bottom are 'Save' and 'Cancel' buttons.

After adding contacts, you can edit or delete any using the buttons in the grid row.



A screenshot of the vendor contact grid. It shows a single record for 'Bryan, Mark' with a 'Sales Rep' relationship, phone number '5555551212', email 'Mark.Bryan@venor.com', and a note 'Add notes here for this vendor contact.' Below the grid are buttons for 'Edit' and 'Delete'. At the bottom right, it says '1-1 of 1 items' and has a 'Refresh' button.