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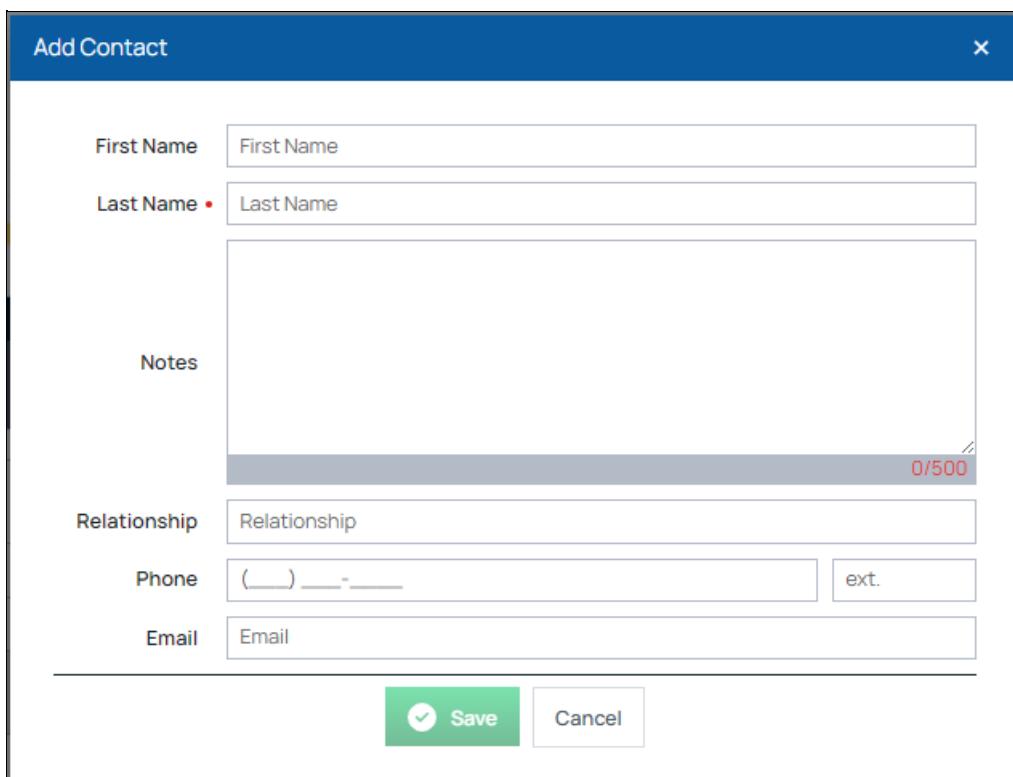
The Vendor detail page (Accounts Payable > Vendors > Vendor # hyperlink), has a Contacts tab. Use this tab to add vendor contacts and view a list of exiting contacts:
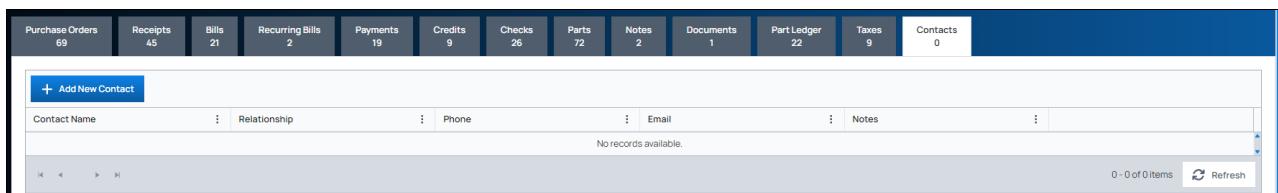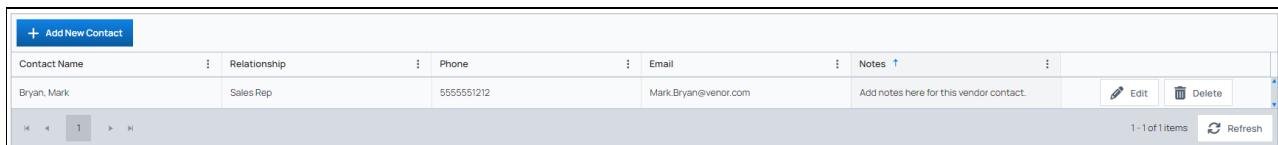

You can sort the information in the columns (Contact Name, Relationship, Phone, Email, and Notes) and can filter the information in any of the columns.

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

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