

# 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 exiting contacts:

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	Contacts 0
<div>+ Add New Contact</div>												
Contact Name	Relationship	Phone	Email	Notes								
No records available.												
0 - 0 of 0 items												Refresh

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:

Add Contact

First Name

First Name

Last Name

Last Name

Notes

0/500

Relationship

Relationship

Phone

( ) -

ext.

Email

Email

Save

Cancel

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

<div>+ Add New Contact</div>					
Contact Name	Relationship	Phone	Email	Notes	
Bryan, Mark	Sales Rep	5555551212	Mark.Bryan@vendor.com	Add notes here for this vendor contact.	<div><div>Edit</div><div>Delete</div></div>
1					1 - 1 of 1 items
					Refresh