

# [VIDEO] Add & Manage Vendors

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CDT

Vendors are typically stores from which sites purchase food. You can also add center staff as vendors to track their labor as receipts. You must add vendors before you can enter receipts for your sites.

**Note:** Both sponsors and centers can add vendors to KidKare (subject to **policy T.1**). Are you a center? See [Manage Vendors](#).

1. From the menu to the left, click Tools.
2. Select Manage Vendors.
3. To add a vendor:
  - a. Click **Add Vendor**. The Add Vendor pop-up opens.
  - b. Click the **Name** box and enter the vendor's name.
  - c. Enter the remaining vendor information, as needed. Only the **Name** box is required.

The screenshot shows a pop-up window titled "Add Vendor" with a close button (X) in the top right corner. The form contains the following fields and values:

Name*	Kroger
Street Address	123 S University
City	Denton
State	TX
Zip Code	76201
Phone Number	(940) 567-8910
Center	-- All Centers --

At the bottom right of the form, there are two buttons: "Cancel" (grey) and "Save" (green).

- d. Click the **Center** drop-down menu and select the center to which to apply this vendor. **All Centers** is selected by default.
- e. Click **Save**.

**Note:** Each vendor you add must be unique. KidKare will notify you if a vendor already exists. Update the vendor's name to proceed.

4. To edit a vendor:
  - a. Click the vendor to edit. The Edit Vendor pop-up opens.
  - b. Make changes to the information here, as needed.
  - c. When finished, click **Save**.
5. To delete a vendor:
  - a. Click the vendor to delete. The Edit Vendor pop-up opens.
  - b. Click **Delete**. The vendor is set to Inactive.
6. To re-activate a vendor, click  in the **Reactivate** column.

