

# [Video] Manage Vendors

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CDT

Use the Vendors page to manage the vendors assigned to your expenses. This lets you quickly select a specific vendor when entering expenses in both Itemized Entry and Quick Entry.

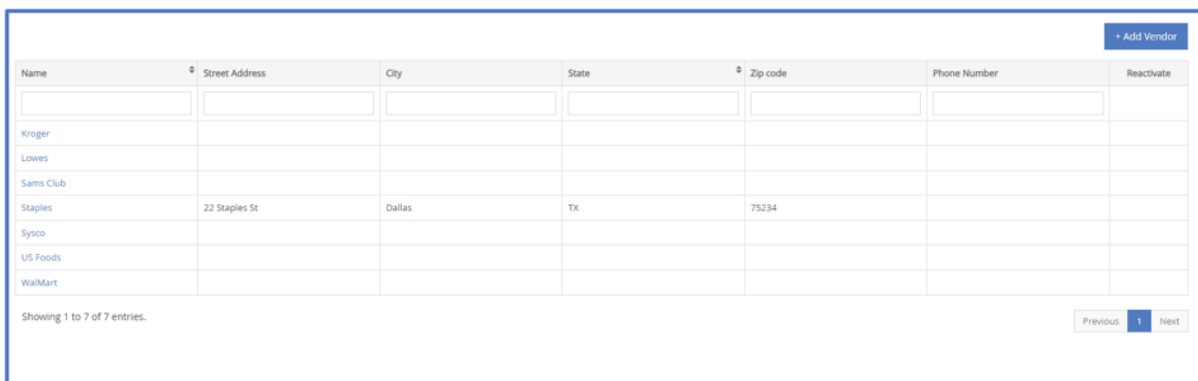
## In this article:

- [Add Vendors](#)
- [Edit Vendors](#)
- [Delete Vendors](#)

**Required Permissions:** You must have the **Vendor/Receipts** permission enabled on your account to access and work with the Vendors page.

## Add Vendors

1. From the menu to the left, click **Expenses**.
2. Click **Manage Vendors**. The Vendors page opens.



Name	Street Address	City	State	Zip code	Phone Number	Reactivate
Kroger						
Lowes						
Sams Club						
Staples	22 Staples St	Dallas	TX	75234		
Sysco						
US Foods						
WallMart						

Showing 1 to 7 of 7 entries.

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3. Click **Add Vendor**. The Add Vendor pop-up opens.

The image shows a 'Add Vendor' pop-up window. It contains the following fields from top to bottom: a text input for 'Name', a text input for 'Street Address', a text input for 'City', a dropdown menu for 'State', a text input for 'Zip Code', and a text input for 'Phone Number'. At the bottom right, there are two buttons: a red 'Cancel' button and a green 'Save' button with a white checkmark icon.

4. Click the **Name** box and enter the vendor's name. This box is required.
5. Enter the vendor's street address, city, state, zip code, and phone number, if needed.
6. Click **Save**. The vendor is added to the table.

**Note:** You can also access the Add Vendor pop-up from the Add Expense page. When adding an itemized entry or a quick entry, click the **Vendor** drop-down menu and select **Add Vendor**. The Add Vendor pop-up opens.

## Edit Vendors

1. On the Vendors page, click the name of the vendor to change. the Edit Vendor pop-up opens.
2. Enter new information over the existing information.
3. Click **Save**.

## Delete Vendors

1. On the Vendors page, click the name of the vendor to change. the Edit Vendor pop-up opens.
2. Click **Delete**.
3. To restore a deleted vendor, click **Restore** next to the vendor to restore. If you do not see your deleted vendors listed on the Vendors page, click **Filters** in the top-right corner and select **Deleted**.