Manage Vendors

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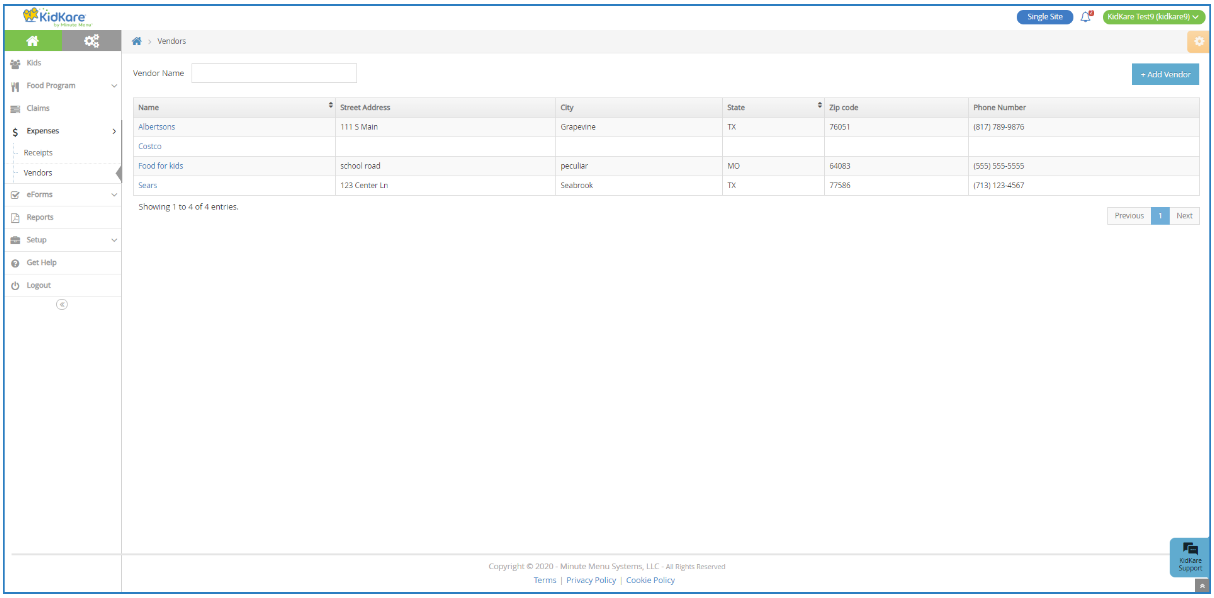
Use the Vendors page to manage the vendors assigned to your expenses. This lets you quickly select a specific vendor when entering expenses in both Itemized Entry and Quick Entry.

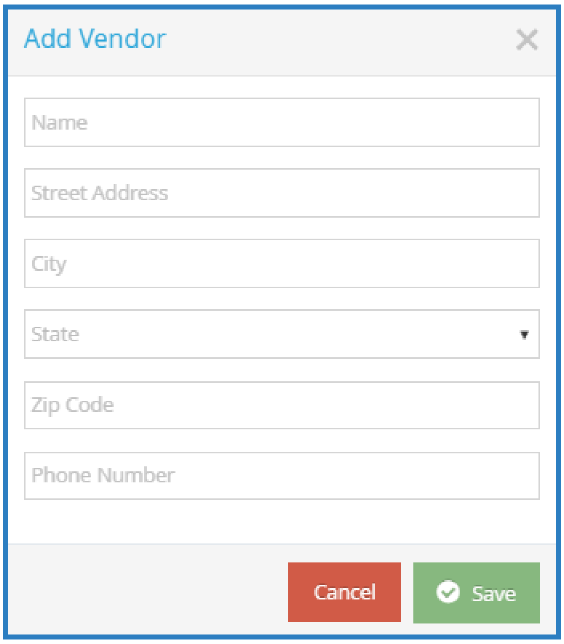
Required Permissions: You must have the **Vendor/Receipts** permission enabled on your account to access and work with the Vendors page.

Add Vendors

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



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



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 an 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.**