



## Vendor Class

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### Overview

The Vendor Class function of SalesPad Cloud allows you to categorize your vendors and apply various settings to all vendors in your Vendor Classes.

To get started, select **Vendor Class** from the Settings menu.



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### Vendor Class

#### Create a Vendor Class

To create a new vendor class, click the **New Vendor Class** button in the upper left-hand corner of the screen.



The Vendor Class drawer will appear. Fill out the information fields in the drawer.



For a brief explanation of the different information fields in the Vendor Class drawer, click here:

Vendor Class

*Vendor Class* - Allows you to name the Vendor Class

*Description* - Allows you to describe the Vendor Class

*Currency* - Indicates what currency this Vendor Class accepts

*Payment Terms* - Assigns [Payment Terms](#) to this Vendor Class

*Shipping Method* - Assigns a [Shipping Method](#) to this Vendor Class

*Is 1099* - Indicates whether or not this Vendor Class has an associated 1099 form

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When you've finished entering your information, click **Save**.

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#### **Edit a Vendor Class**

To edit an existing Vendor Class, first select the Vendor Class from the list on the left-hand side of the Vendor Class window.



Once you've select the Vendor Class you want to edit, make your changes in the information fields on the right-hand side of the screen.



When you've finished making your changes, click **Save**.

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#### **See it in Action**

Vendor Classes are assigned to [Vendors](#) in the New or Edit Vendor drawers.



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