



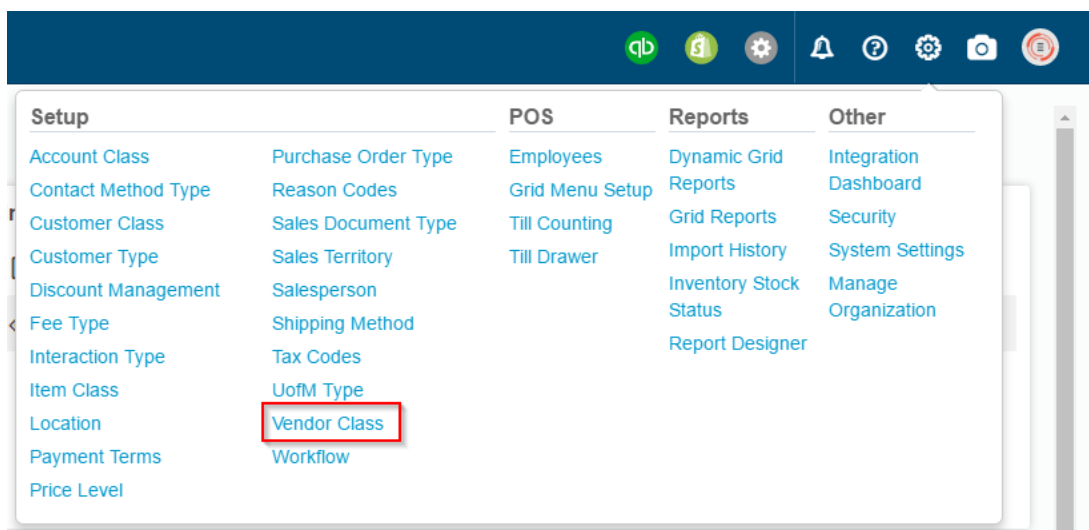
Vendor Class

Megan De Freitas - 2024-12-02 - Settings

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.



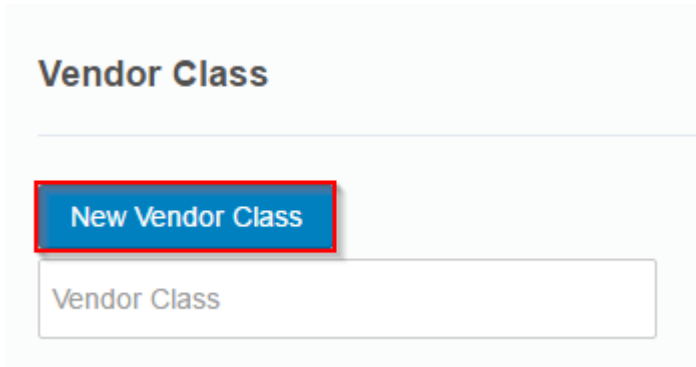
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Vendor Class

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.

A screenshot of the "Vendor Class" drawer. At the top right, there is a grey button with a speech bubble icon and the text "Feedback". To its right is a close icon (an 'x'). The main area contains several form fields: a text input for "Vendor Class", a larger text area for "Description", and three dropdown menus for "Currency" (set to "No Currency"), "Payment Terms" (set to "No Payment Terms"), and "Shipping Method" (set to "No Shipping Method"). At the bottom, there is a checkbox labeled "Is 1099".

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

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.

Vendor Class

Vendor Class

- Art Supplies**
- Custom Furniture
- Resale Appliances
- Resale Furniture
- Wholesale Appliances
- Wholesale Electronics
- Wholesale Furniture

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.

Vendor Class Art Supplies **Description** art supplies **Currency** US Dollars

Payment Terms Net 30 **Shipping Method** First Class UPS Is 1099


Save

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.



Create Vendor ✕

Vendor Name

Vendor Class

▼

Payment Terms

▼

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