



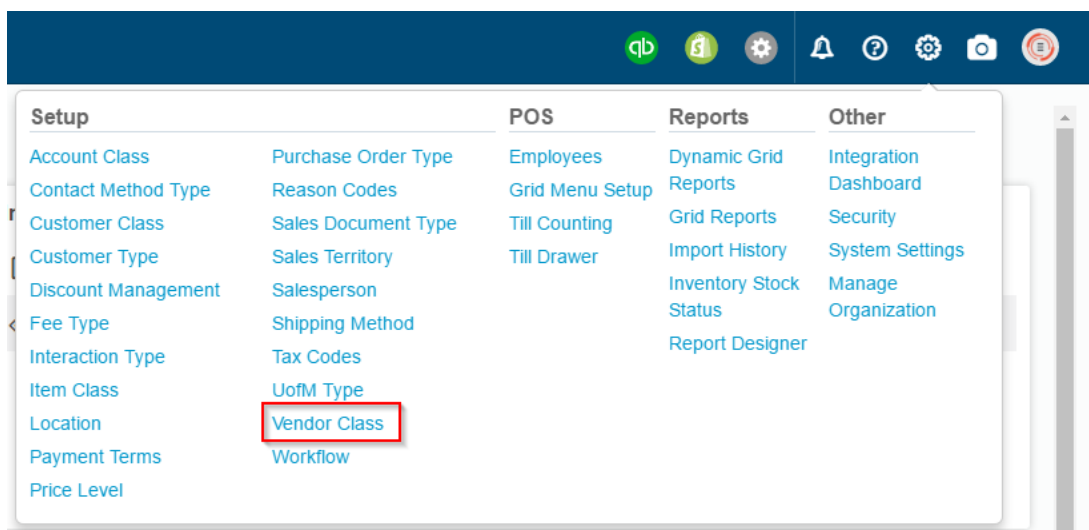
## Vendor Class

Megan De Freitas - 2025-06-26 - 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.

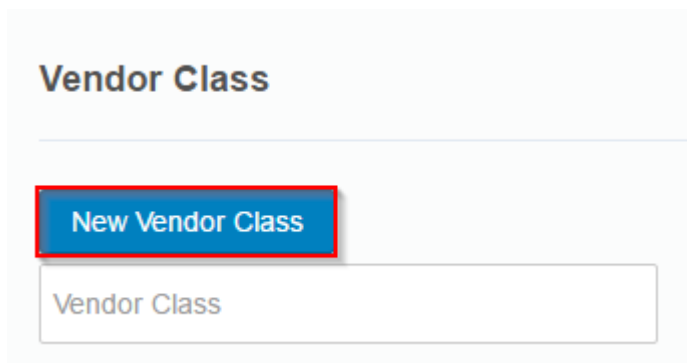
To get started, select **Vendor Class** from the Settings menu.



### 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.

## Vendor Class

 Feedback

✕

Vendor Class

Description

Currency

No Currency



Payment Terms

No Payment Terms



Shipping Method

No Shipping Method



☐ 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

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

### 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

Description

Currency

Art Supplies

art supplies

US Dollars

Payment Terms

Shipping Method

Net 30

First Class UPS

☐ Is 1099

Save

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

**See it in Action**

Vendor Classes are assigned to Vendors in the New or Edit Vendor drawers.

## Create Vendor

 Feedback



Vendor Name

Vendor Class

No Vendor Class



Payment Terms

No Payment Terms

