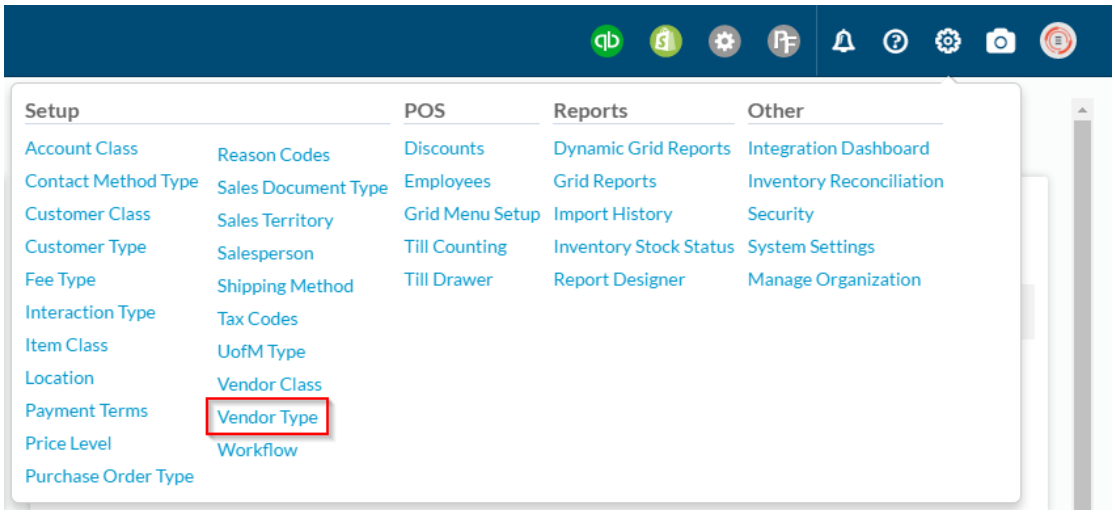
Vendor Type

Cavallo Support - 2025-06-26 - Settings

Overview

Vendor Type is similar to Vendor Class in that it is a means of categorizing vendors. Use Vendor Class and Vendor Type together to manage your vendors more effectively.

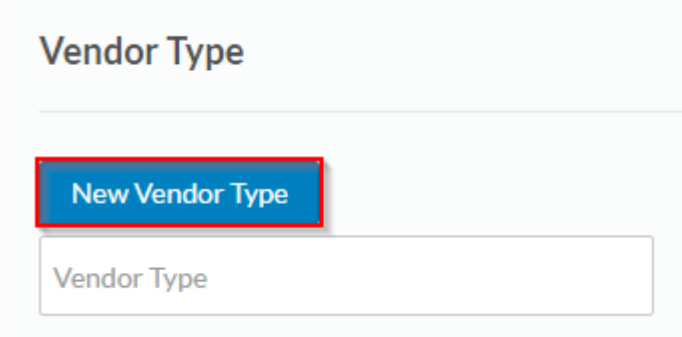
To get started, select **Vendor Type** from the Settings menu.



Vendor Type

Create a Vendor Type

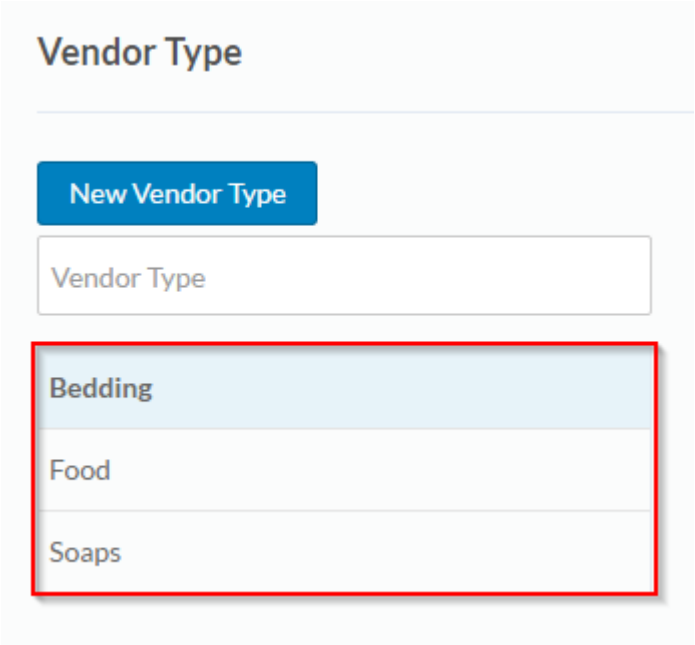
To create a Vendor Type, click the **New Vendor Type** button in the upper left-hand corner of the screen.



Give the Vendor Type a name in the Vendor Type drawer that appears, then click **Save**.

Edit a Vendor Type

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



Once you've selected the Vendor Type 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**.

See it in Action

Vendor Types are assigned to Vendors in the Create or Edit Vendor drawers.

