



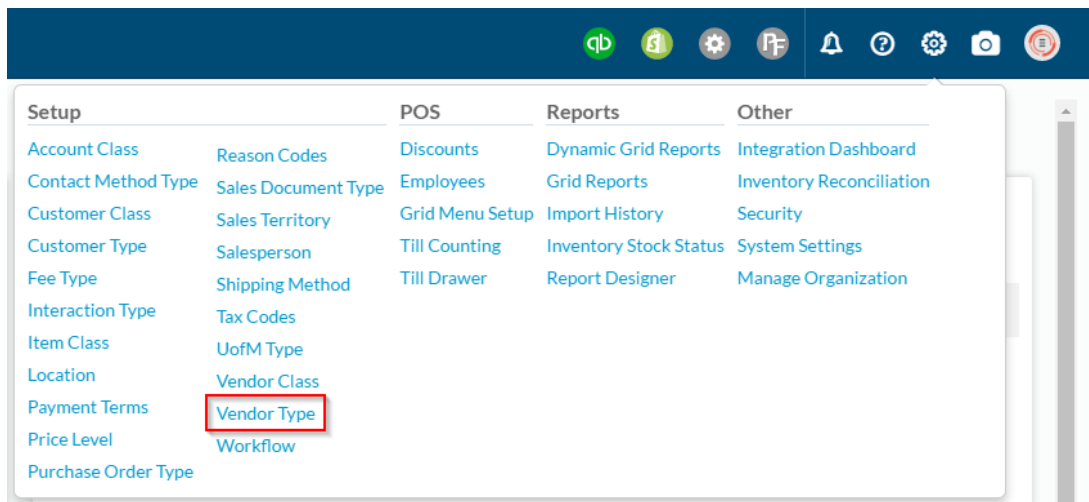
Vendor Type

Megan De Freitas - 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.

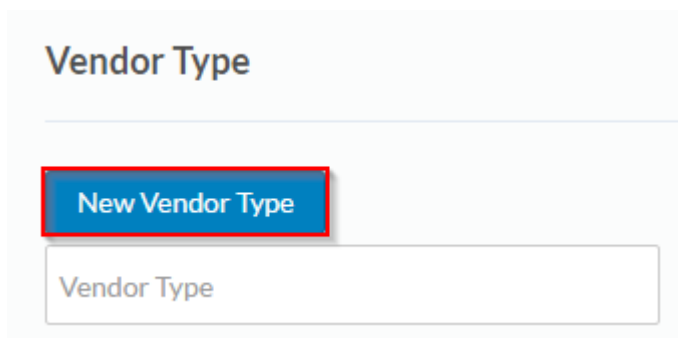
To get started, select **Vendor Type** from the Settings menu.



Vendor Type

Create a Vendor Type

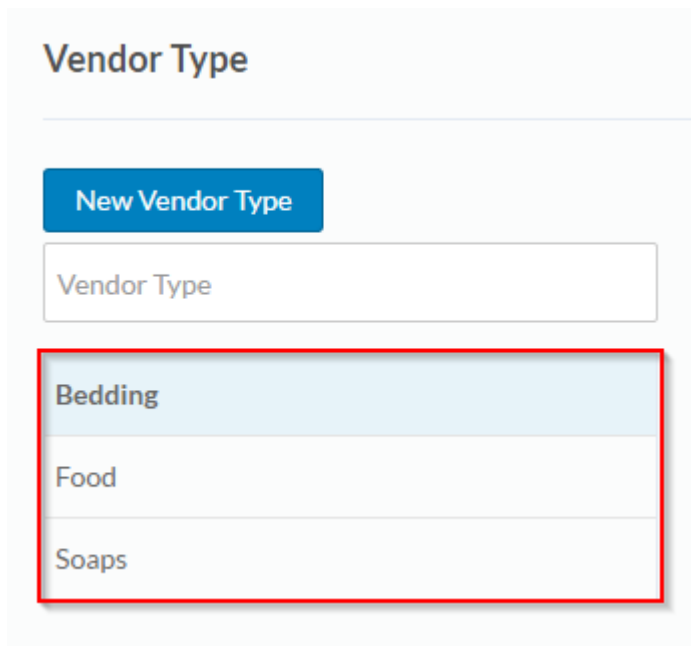
To create a Vendor Type, click the **New Vendor Type** button in the upper left-hand corner of the screen.



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.



The screenshot shows a window titled "Vendor Type". At the top left is a blue button labeled "New Vendor Type". Below it is a text input field with the placeholder text "Vendor Type". Below the input field is a list of three items: "Bedding", "Food", and "Soaps". The "Bedding" item is highlighted with a light blue background and is enclosed in a red rectangular border. The "Food" and "Soaps" items have a white background.

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.



The screenshot shows the right-hand side of the "Vendor Type" window. On the left, there is a label "Vendor Type" above a text input field containing the word "Bedding". To the right of the input field is a checkbox labeled "Inactive", which is currently unchecked. At the bottom right of the window is a blue button labeled "Save".

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.

Create Vendor



Vendor Name

Vendor Class

No Vendor Class 

Vendor Type

No Vendor Type 

Payment Terms

No Payment Terms 