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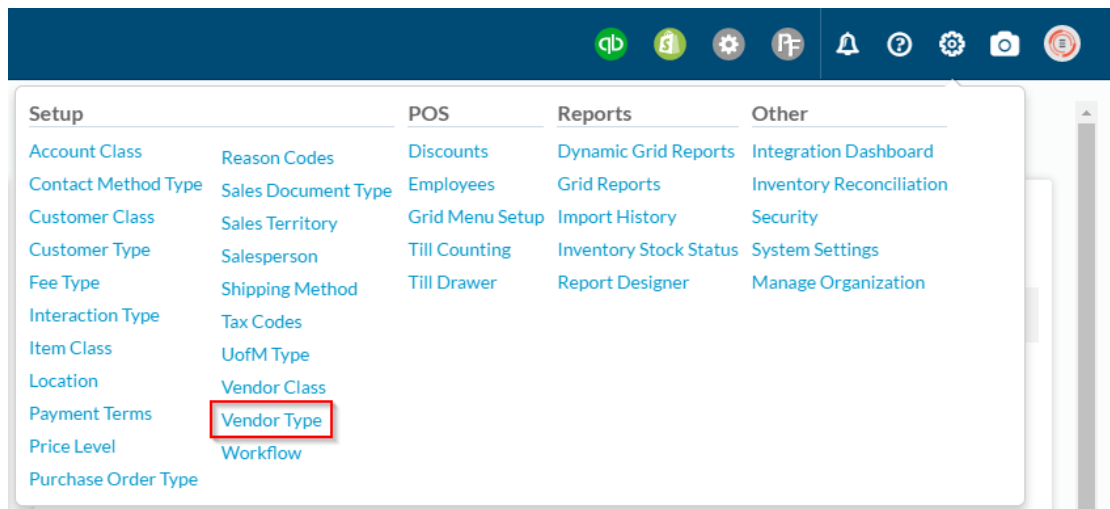
Vendor Type

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.

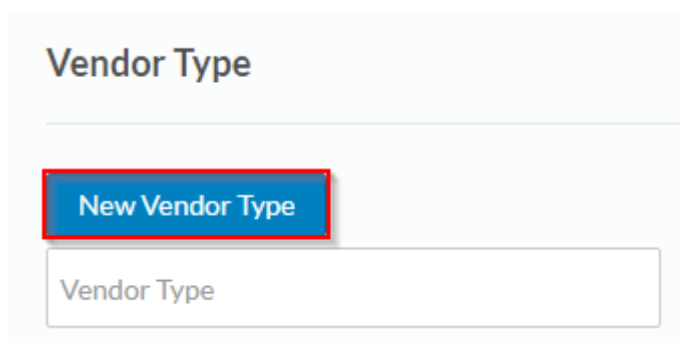
To get started, select **Vendor Type** from the Settings menu.



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.

Vendor Type

New Vendor Type

Vendor Type

Bedding

Food

Soaps

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.

Vendor Type

Bedding

☐ Inactive

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