



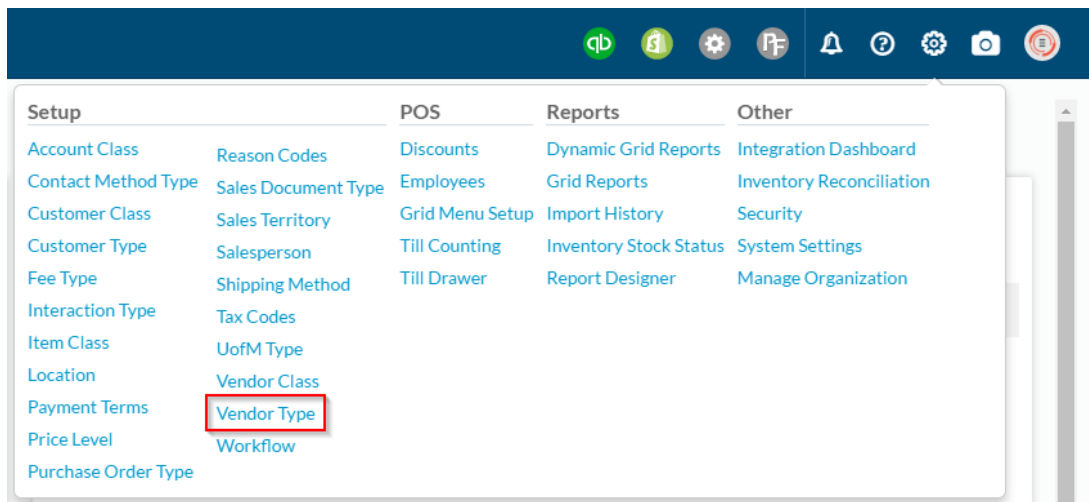
Vendor Type

Megan De Freitas - 2024-12-02 - 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.



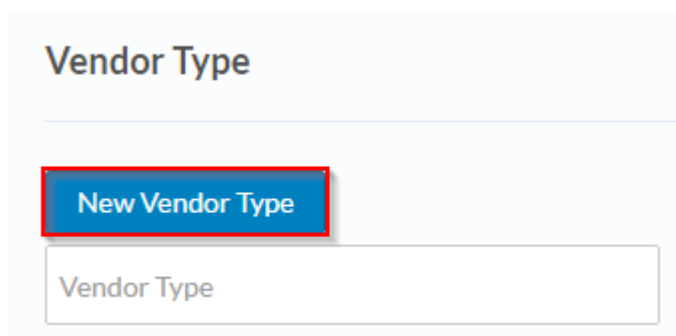
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Vendor Type

Create a Vendor Type

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

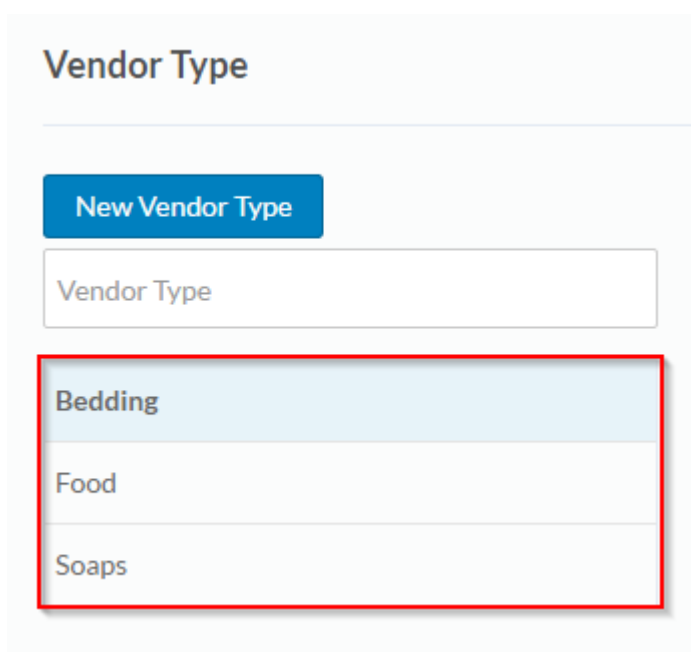


Give the Vendor Type a name in the Vendor Type drawer that appears, then click **Save**.

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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 'Vendor Type' drawer with a title 'Vendor Type'. Below the title is a blue button labeled 'New Vendor Type'. Underneath 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 a red border.

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 edit form for the 'Bedding' Vendor Type. It features a dropdown menu with 'Bedding' selected, an 'Inactive' checkbox, and a blue 'Save' button in the bottom right corner.

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

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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 

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