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## Vendor VRM

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### Overview

Vendor VRM is a contact log that is available in the Vendor Card. Users can add, edit, and delete notes about contacts.

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### Usage

#### VRM Tab

To use Vendor VRM, open the Vendor Card. There will be a VRM tab to select at the bottom of the card.

The screenshot shows the Vendor Card for 'A Travel Company' (ACETRAVE0001). The 'VRM' tab is selected at the bottom. The interface includes sections for Vendor Properties, Primary Address Information, Default Shipping Information, and a table of Purchase Orders. The VRM tab area is currently empty, displaying 'No data to display'.

PO Number	PO Type	PO Date	Required...	Total
PO2071	BLANKET	4/1/2017	4/12/2017	34,152.00
PO2077	DROPSHIP	5/31/2016	5/31/2016	50.00
PO2072	DROPSH...	4/1/2017	4/12/2017	39,480.00
PO2078	STANDARD	6/2/2016	6/2/2016	250,000.00
PO2079	STANDARD	6/2/2016	6/2/2016	300.00
PO2080	STANDARD	6/13/2016	6/13/2016	500.00

### Creating a New Entry

To create an entry, click the **New** button. This will open the Vendor Note Entry window.

The close-up shows the bottom tabs of the Vendor Card: 'Contact Addresses', 'VRM', and 'Not'. Below these, the 'Contact Log' section contains three buttons: a green plus icon, 'New', and a red minus icon. The 'New' button is highlighted with a red box.

You can enter the note in the Note text box and select the type of note with the Type dropdown menu.

**[ACETRAVE0001] Vendor Note Entry**

**Note**

Call completed on 7/19/2016.  
Vendor seems ready to make a deal.

**Type:** VENDOR



Created By: joseph.mckni      On 7/19/2016 10:25:06 AM  
Changed By:                      On

OK Cancel

Press the **OK** button to save the notes, or the **Cancel** button to cancel the entry.

#### Delete an Entry

To delete an entry, select a VRM note from the log and press the **Delete** button. SalesPad will ask you to confirm the delete. Simply click **Yes** to delete the note.

Contact Addresses	VRM	Note	Item History	Purchase Orders
Contact Log	 New	 Delete		
Created	By	Note		
7/19/2016 10:25:06 AM	joseph.mcknight	Call completed on 7/19/2016. Vendor seems ready to make a deal.		

#### Editing an Entry

To edit the note, click into the text box and edit the text as necessary. The sub-security *Can Edit Notes* under the *Vendor VRM* security must be set to True.

#### Security Settings

*Vendor VRM\** - Allows users to see the VRM tab.