



## 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

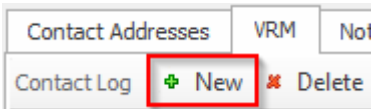
To use Vendor VRM, open the Vendor Card. There will be a VRM tab to select at the bottom of the card.

The screenshot displays the Vendor Card for 'ACETRAVE0001 A Travel Company'. The interface includes a top navigation bar with tabs: Security Editor, Vendor Search, and Vendor: [ACETRAVE0001] A Travel Company. Below this is a toolbar with buttons: Close, Refresh, Save, Create Purchase Order, Standard, Drop Ship, and Receipt Transaction. The main content area is divided into three sections: Vendor Properties, Primary Address Information, and Purchase Orders. The Vendor Properties section shows fields for Vendor, Vendor Name, Vendor Class, Vendor Status, Payment Terms, and Currency. The Primary Address Information section shows contact details for Greg Powell. The Purchase Orders section shows a table of orders. At the bottom, there is a tabbed interface with tabs: Contact Addresses, VRM (highlighted with a red box), Note, Item History, Purchase Orders, User Fields, Purchases Graph, Quick Report, Email Audit, Special Costing, Audit, and Resources. The VRM tab is active, showing a 'Contact Log' with columns for Created, By, and Note. The log is currently empty, displaying 'No data to display'.

PO Number	PO Type	PO Date	Required...	Total
PQ2071	BLANKET	4/1/2017	4/12/2017	34,152.00
PQ2077	DROPSHIP	5/31/2016	5/31/2016	50.00
PQ2072	DROPSH...	4/1/2017	4/12/2017	39,480.00
PQ2078	STANDARD	6/2/2016	6/2/2016	250,000.00
PQ2079	STANDARD	6/2/2016	6/2/2016	300.00
PQ2080	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.



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

A screenshot of the 'Vendor Note Entry' window. The window title is '[ACETRAVE0001] Vendor Note Entry'. It has a 'Note' text area containing the text 'Call completed on 7/19/2016. Vendor seems ready to make a deal.' Below the text area is a 'Type:' dropdown menu with 'VENDOR' selected. At the bottom, there are fields for 'Created By: joseph.mckni' and 'On 7/19/2016 10:25:06 AM', and 'Changed By:' and 'On'. At the bottom right are 'OK' and 'Cancel' buttons.

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.