

Vendor Types

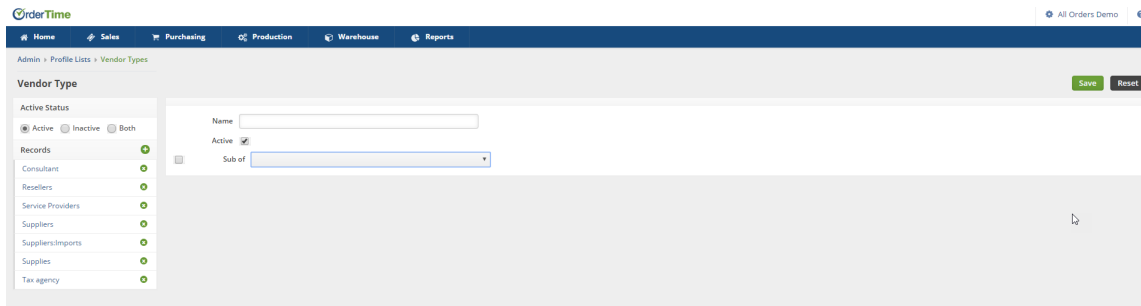
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Overview

The Vendor Types categorize your Vendors. For example, to find out how much money you spent last year on outside subcontracting, all such Vendors will need to be grouped into the Subcontractors Vendor Type.

Once on the Vendor Type Profile List screen, you will notice the current list of Vendor Types is listed to the left, whereas the editable fields are on the right. Give your Vendor Type a name and select if it is Active. Just as with Customer Types, you can enter one or more Sub-Types of a particular Vendor Type. Equipment vendors, for instance, might be broken down according to the kind of equipment they sell.

To create a new Vendor Type, go to Admin --> Profile Lists --> Vendor Type



The screenshot shows the OrderTime web application interface for the Vendor Type Profile List. The top navigation bar includes Home, Sales, Purchasing, Production, Warehouse, and Reports. The breadcrumb trail is Admin > Profile Lists > Vendor Types. The main content area is titled "Vendor Type" and features a "Save" button and a "Reset" button. On the left, there is a sidebar with "Active Status" (radio buttons for Active, Inactive, Both) and a "Records" list with green circular icons next to each item: Consultant, Resellers, Service Providers, Suppliers, Suppliers/Imports, Supplies, and Tax agency. The main form area contains a "Name" input field, an "Active" checkbox (checked), and a "Sub of" dropdown menu.