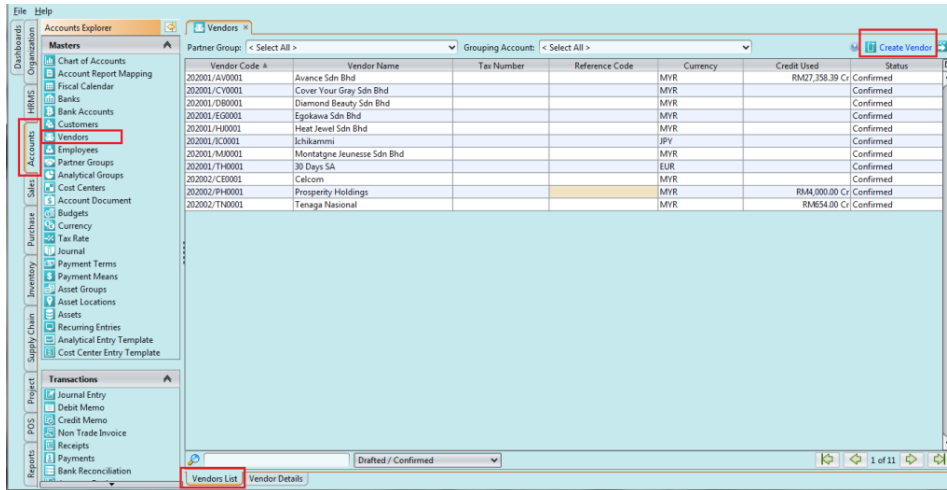


# Create Vendor Account

This application screen allows the user to add/change/delete vendor records, the process is as follows:-

1. Click on Accounts tab / Masters / Vendors, then **“Create Vendor”**



2. On **“Vendor Details”** tab, fill in Vendor’s information. Textfields marked with **“x”** are mandatory.
3. Click **“Save”** button to save progress
4. Click **“Confirm Vendor”** to complete the process

