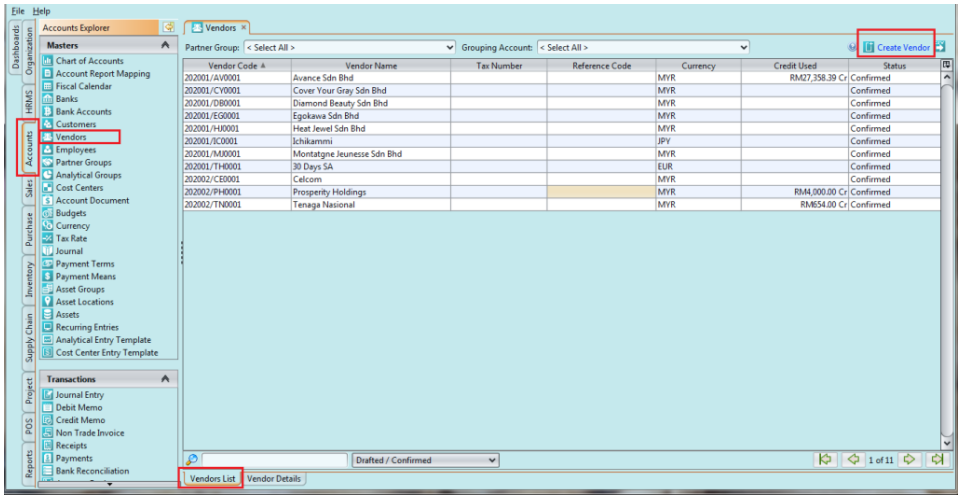
Create Vendor Account

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

