



Menu

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- Vendor Information
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- Worklist
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Vendors

Add, maintain, or approve vendors; manage 1099, global withholding, or CA EDD.

- Vendor Information**
- Add/Update
- Maintain
- 1099/Global Withholding
- General Reports

Click on the Menu → Vendor → Vendor Information → Vendor



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Vendors

Vendor Information

- Add/Update
- Vendor**
- Maintain
- Duplicate Vendor Report



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Vendor Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

SetID: =

Vendor ID: begins with

Persistence: =

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: begins with

Case Sensitive

Limit the number of results to (up to 300):

Search Clear [Basic Search](#) [Save Search Criteria](#)

New Window Help http

Pull down **Name 1** 'Menu' box and click '**Contains**' type in a few words from your Vendor's name and Click '**Search**'
 Click on the appropriate Vendor's Name **(verify the vendor's information {Vendor Name; Remit To address; Status is APPROVED})**