

Vendor Addresses

Last Modified on 12/16/2024 4:29 pm EST

Vendor Addresses

[Records](#) > [Vendors](#) > [Search Account](#) > [Double Click to Select Vendor](#)

This is the vendor's address and contact information. A vendor can have multiple addresses. When an invoice is entered for a vendor the address ID is also specified, designating where the check will be payable.

Address ID: This allows this vendor to maintain multiple addresses, such as a remittance address, a physical address, etc. You should use **PRIMARY** as the vendor address to print on the check. The PRIMARY address will be defaulted on the invoice entry screen, but a different address may be selected.

Address: The address information is printed on checks.

Country: The Country in which the vendor resides. Select country codes also provide a dropdown list of valid State/Province codes.

Phone 1 & 2: Used for internal use only.

Fax: Used for internal use only.

Email: Vendor's email address. You may email a vendor from the Vendors (list) screen, by locating the vendor, right-click, Email Vendor. This email address is also used for email notification of vendor payments via EFT, emailing a purchase order, etc.
