

## Vendor Addresses

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# 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-clicking, and selecting Email Vendor. This email address is also used for email notification of vendor payments via EFT, emailing a purchase order, etc.

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