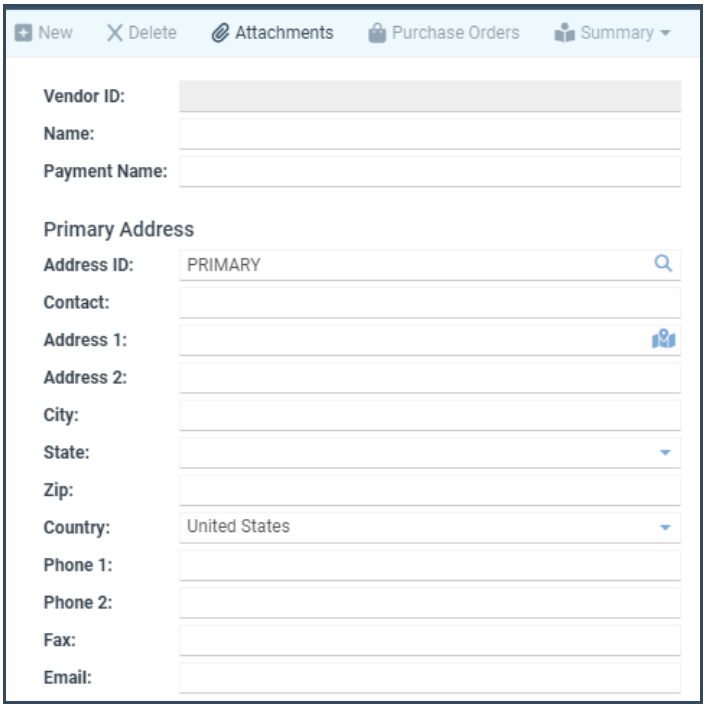
Last Modified on 09/28/2026 3:22 pm EDT

Contact Information

Settings > Accounts Payable > General Options

- **Vendor ID:** This is a unique number assigned to the vendor upon addition by the computer. The next vendor ID is held in *Settings > Accounts Payable > General Options.*
- **Name:** The name of the vendor that displays everywhere in the system except checks and EFT's. If the vendor has a name change, simply change it here.
- **Payment Name:** The name of the vendor that displays on all checks and EFT's.
- **Address ID:** Allows maintaining multiple addresses for this vendor, such as a remittance address, as well as a physical address, etc. Using **PRIMARY** as the vendor address to print on the check is recommended. 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.
- **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 emailing the vendor. This email address is also used to notify vendors of payments via EFT, email a purchase order, etc.
- **Attachments:** Allows you to attach files, pdf, documents, etc., to send to SGA A/P Staff.


New
Delete
Attachments
Purchase Orders
Summary
Vendor ID:
Name:
Payment Name:
Primary Address
Address ID:
PRIMARY
Contact:
Address 1:
Address 2:
City:
State:
Zip:
Country:
United States
Phone 1:
Phone 2:
Fax:
Email: