Vendors

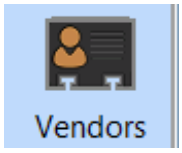
Last Modified on 07/24/2018 11:03 am EDT

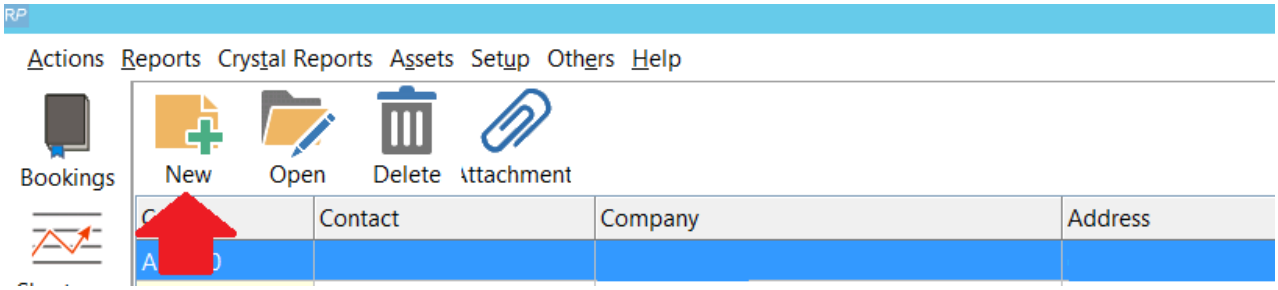
What are Vendors?

Vendors are companies that your company uses as a source of equipment either through cross rentals or purchase orders.

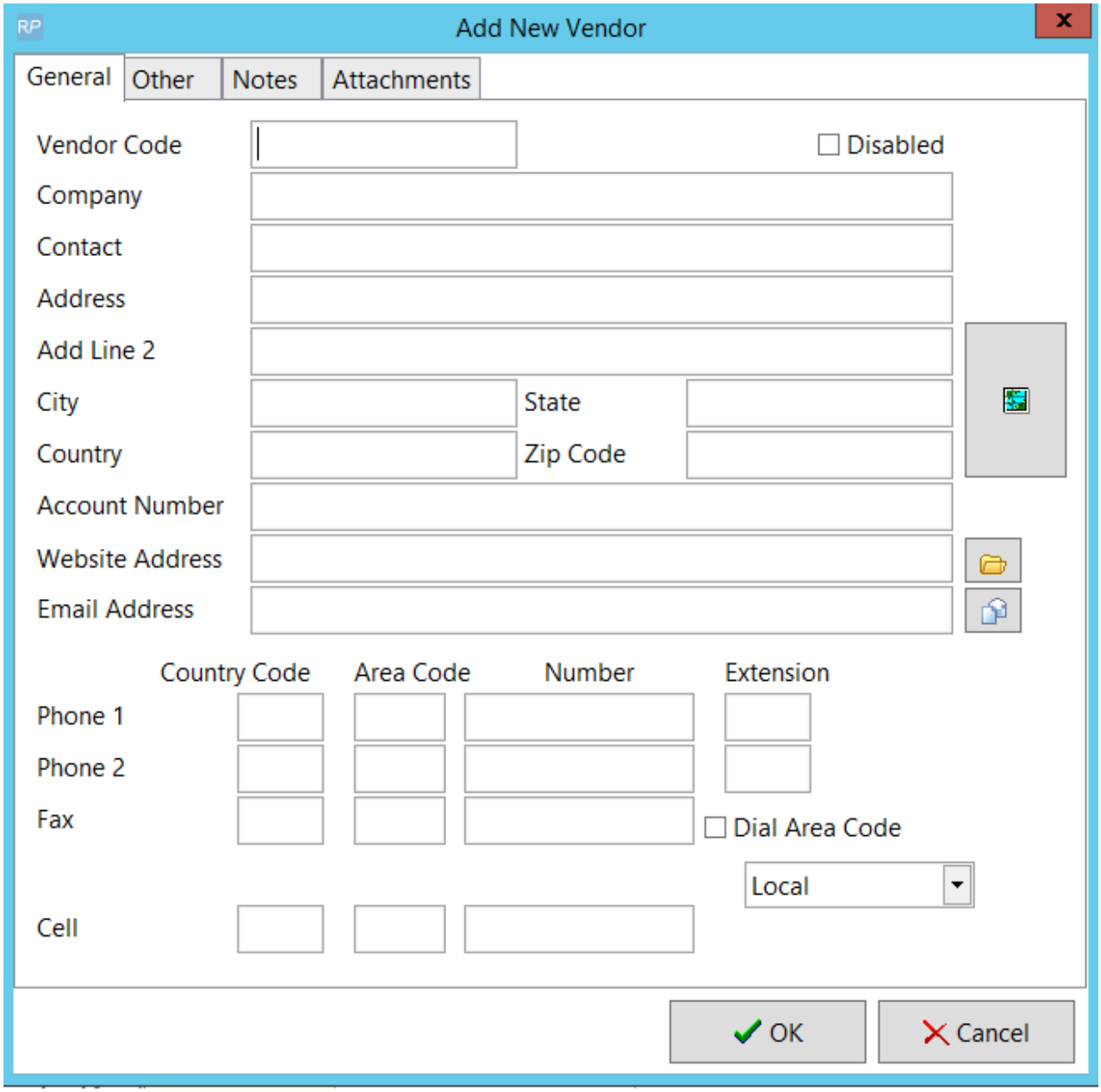
Adding a Vendor

To create a new vendor click New on the Vendor Menu

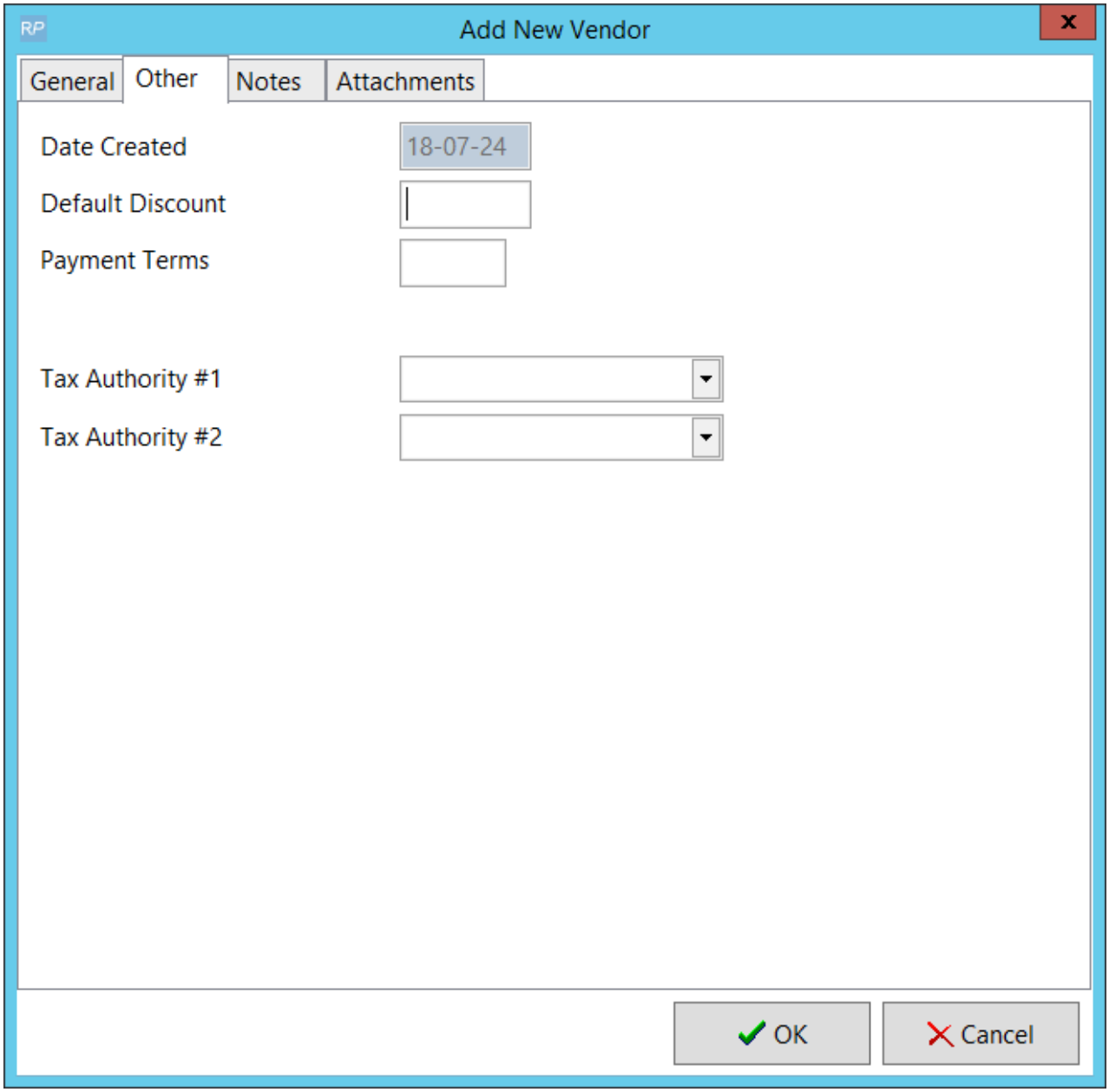




Enter the desired information as needed.

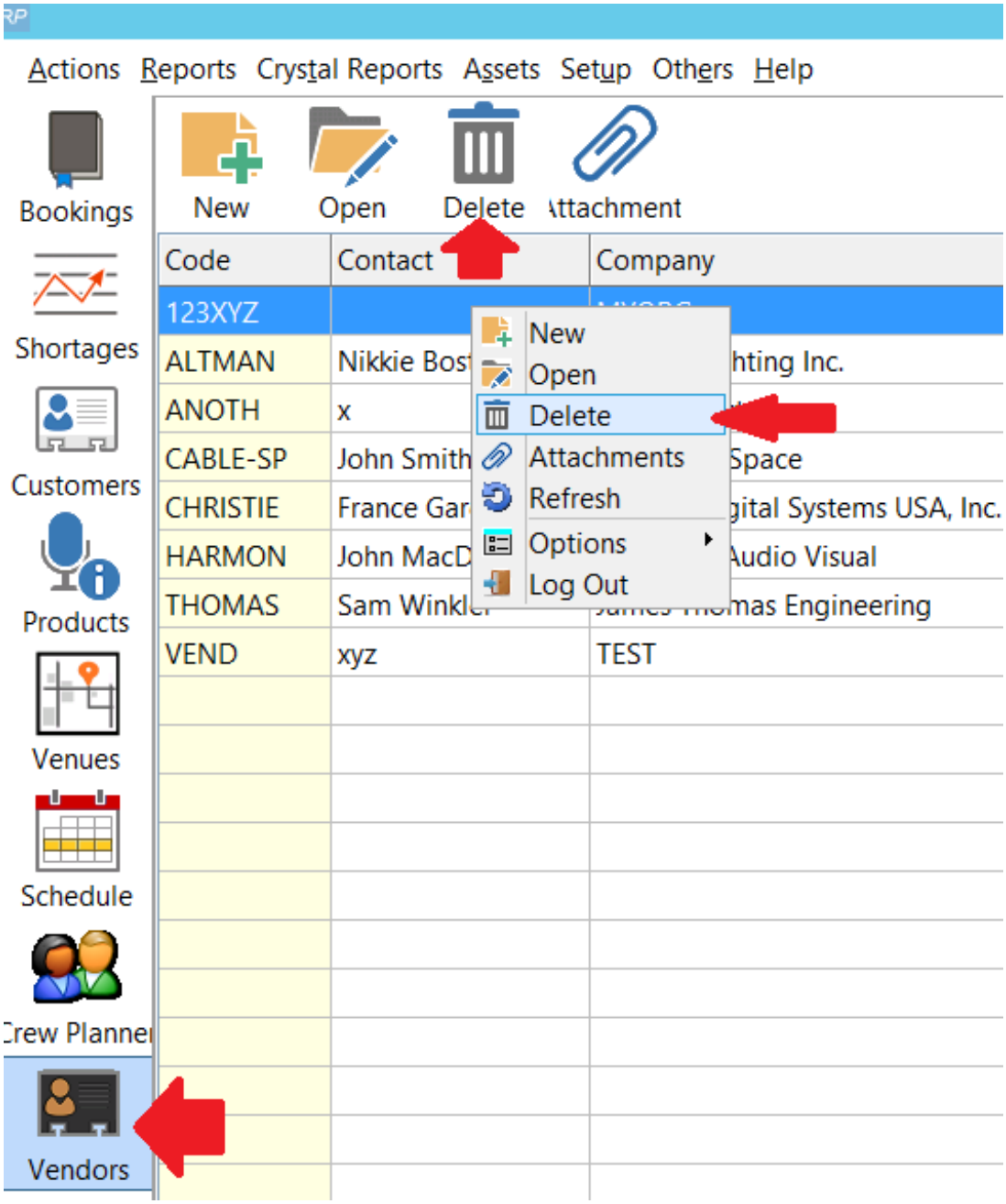


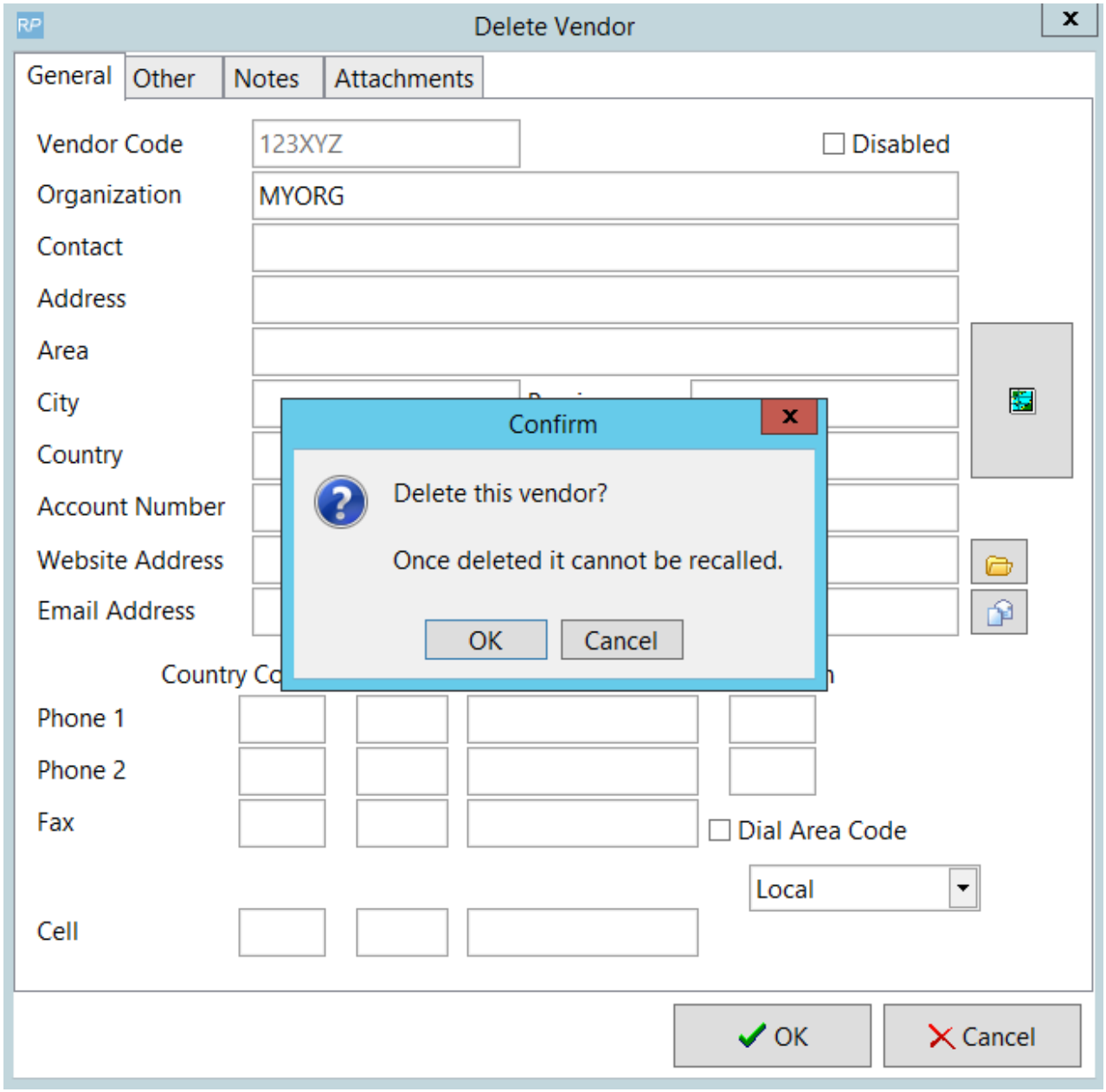
Take note of the tax authority fields on the 'others tab'. You can define what taxes should be applied to any orders placed to this vendor. These tax authorities need to be pre-existing in the system and can be setup from the Tax Authorities area.



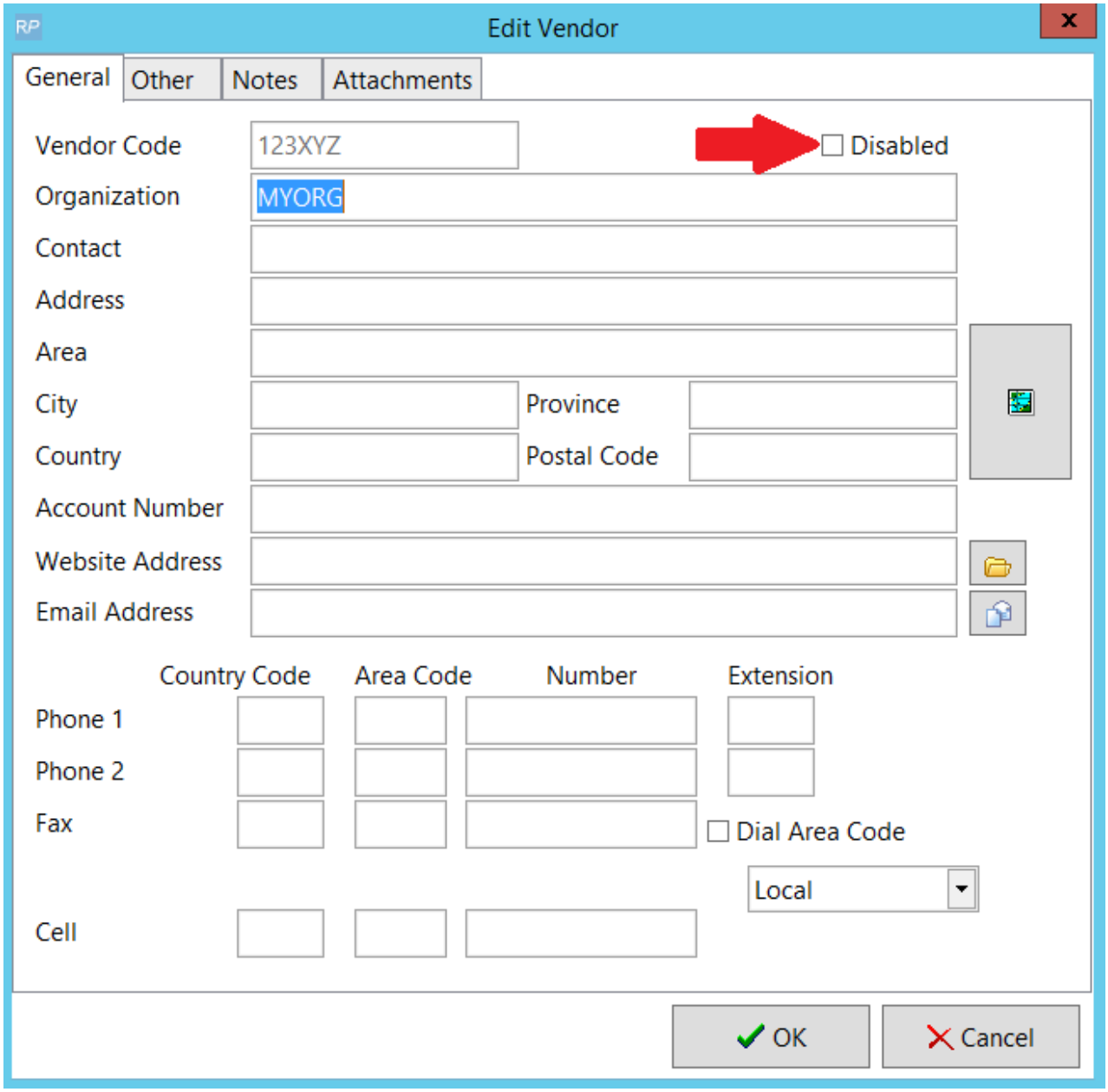
Delete/Disable a Vendor

Please note that changes made in the vendor area also change the information in bookings, cross rentals and purchase orders. Once a vendor is used on a booking, cross rental or purchase order the system will prevent you from deleting the vendor and creating orphaned vendor information.


Actions Reports Crystal Reports Assets Setup Others Help
Bookings
Shortages
Customers
Products
Venues
Schedule
Crew Planner
Vendors
New
Open
Delete
Attachment
Code
Contact
Company
123XYZ
ALTMAN
Nikkie Bost
hting Inc.
ANOTH
x
CABLE-SP
John Smith
Space
CHRISTIE
France Gar
gital Systems USA, Inc.
HARMON
John MacD
Audio Visual
THOMAS
Sam Winkler
mas Engineering
VEND
xyz
TEST
New
Open
Delete
Attachments
Refresh
Options
Log Out



You can disable a vendor so that they no longer clutter up your list and cannot be mistakenly selected. To disable a vendor simply double click the vendor in the vendors grid. This will bring up the vendor properties where you can check the disabled property. Once the vendor is disabled it will be hidden from searches in the vendor area unless you specify that you would like disabled vendors to display as well.


Edit Vendor
General
Other
Notes
Attachments
Vendor Code
123XYZ
Disabled
Organization
MYORG
Contact
Address
Area
City
Province
Country
Postal Code
Account Number
Website Address
Email Address
Country Code
Area Code
Number
Extension
Phone 1
Phone 2
Fax
Dial Area Code
Local
Cell
OK
Cancel