Creating A New Vendor In Finex

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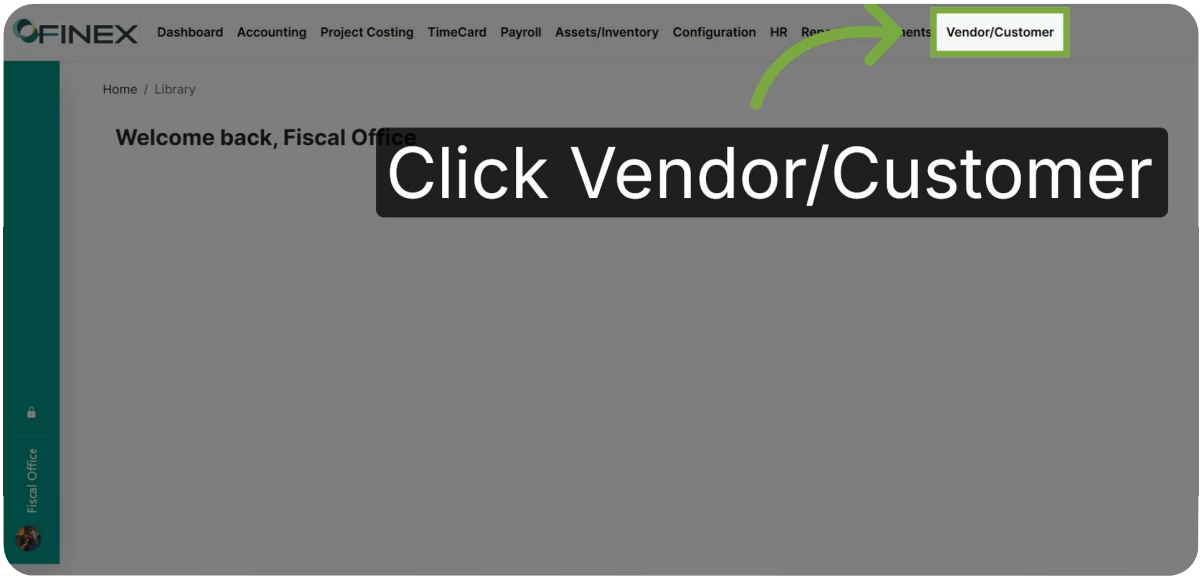
This tutorial guides you through creating a new Vendor in Finex.

Go to www.finexweb.com

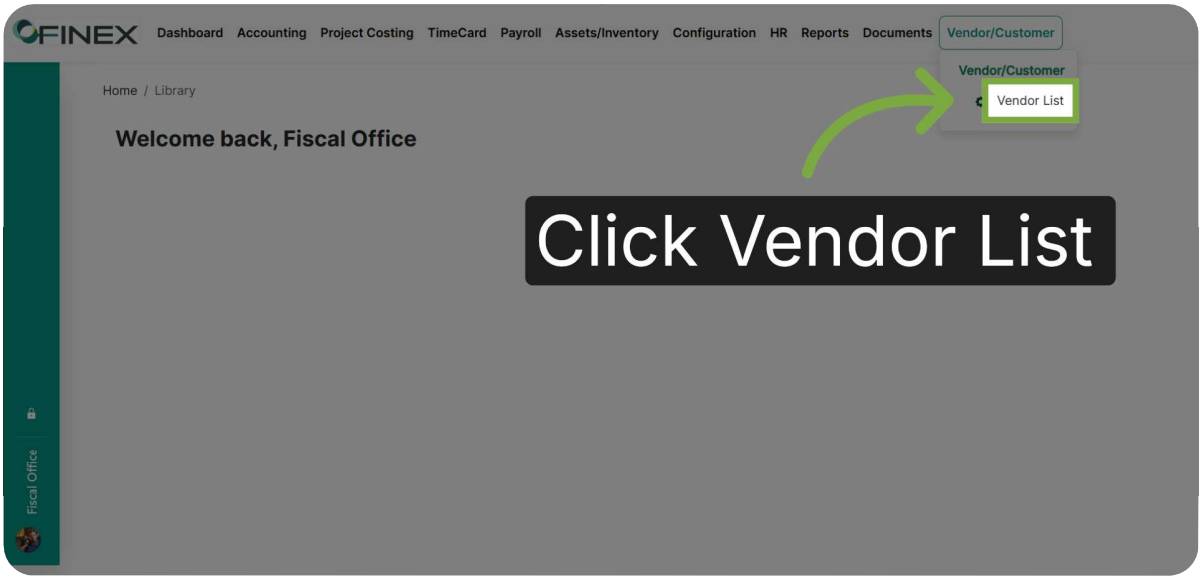
01 Access Vendor/Customer Section

Click Vendor/Customer to access the Vendor and Customer section of Finex.



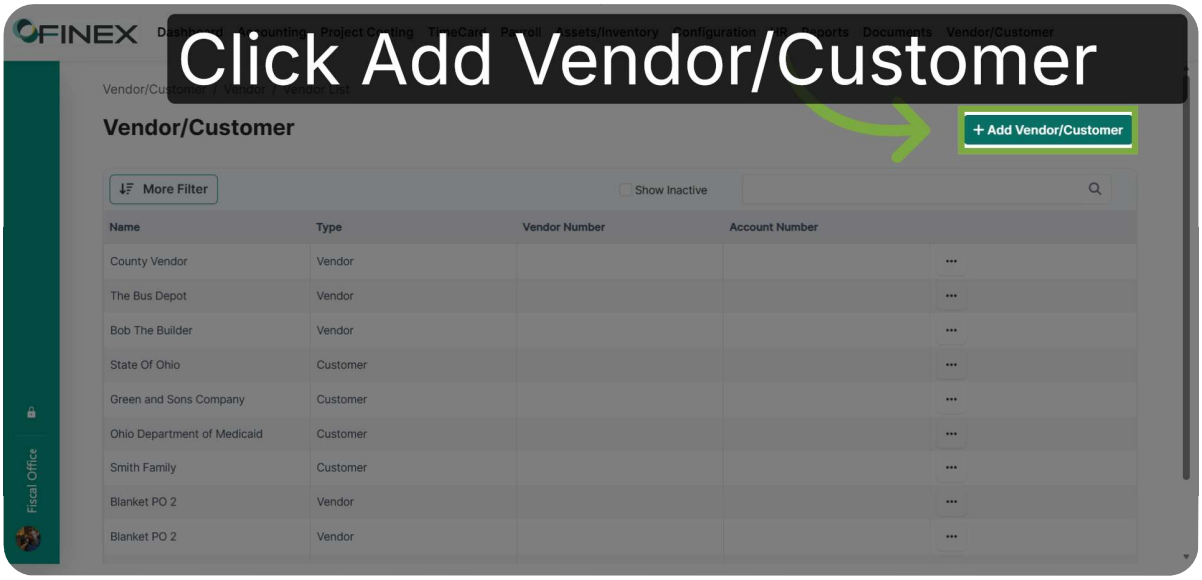
02 Open Vendor List

Click Vendor List to open the list of Vendors and Customers in Finex.



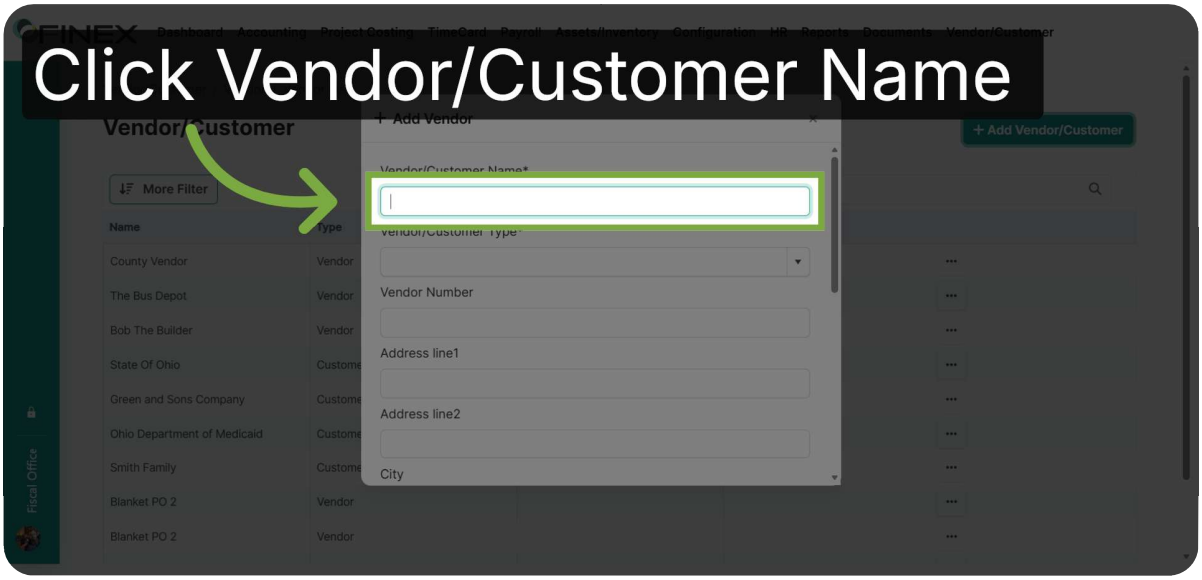
03 Select Adding New Vendor

Click add Vendor/Customer to start the process of creating a new Vendor.



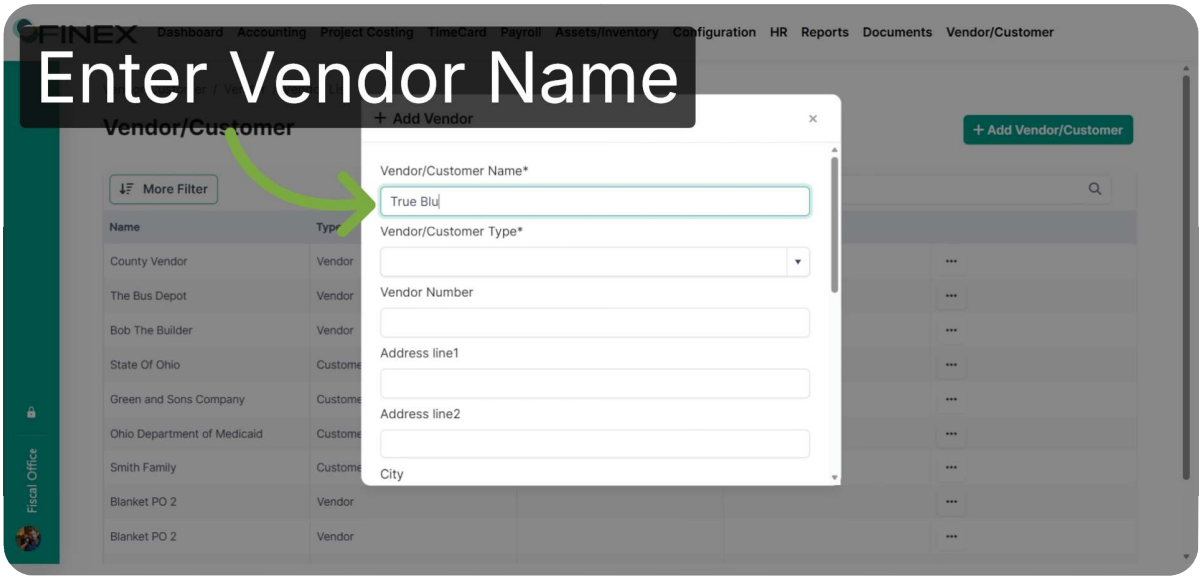
04 Select Vendor Name Field

Click the Vendor/Customer Name field.



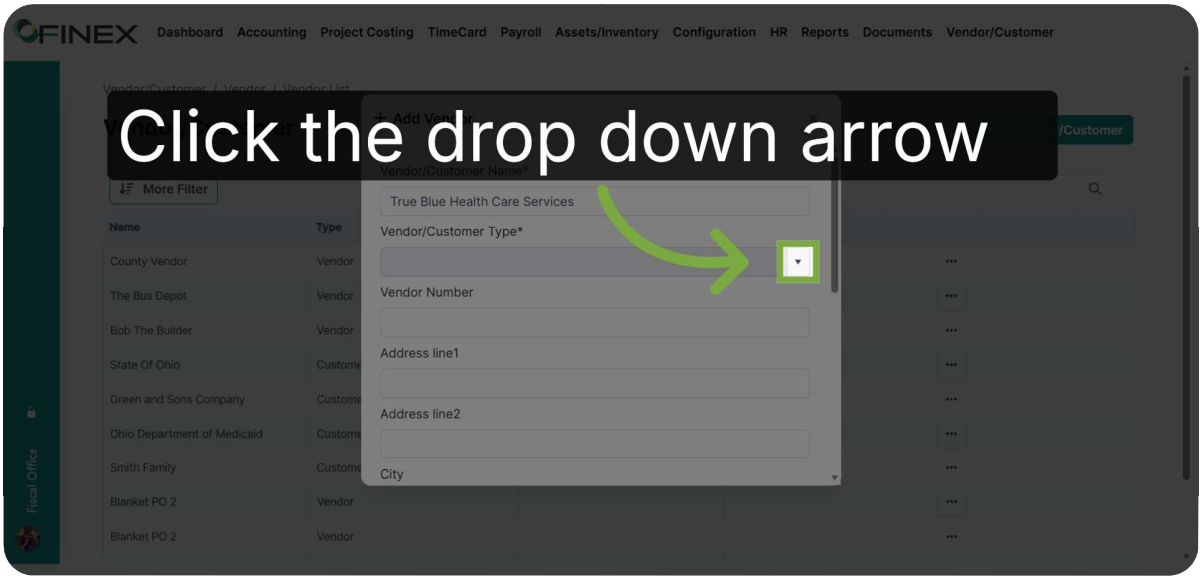
05 Enter Vendor Name

Enter the name of your Vendor.



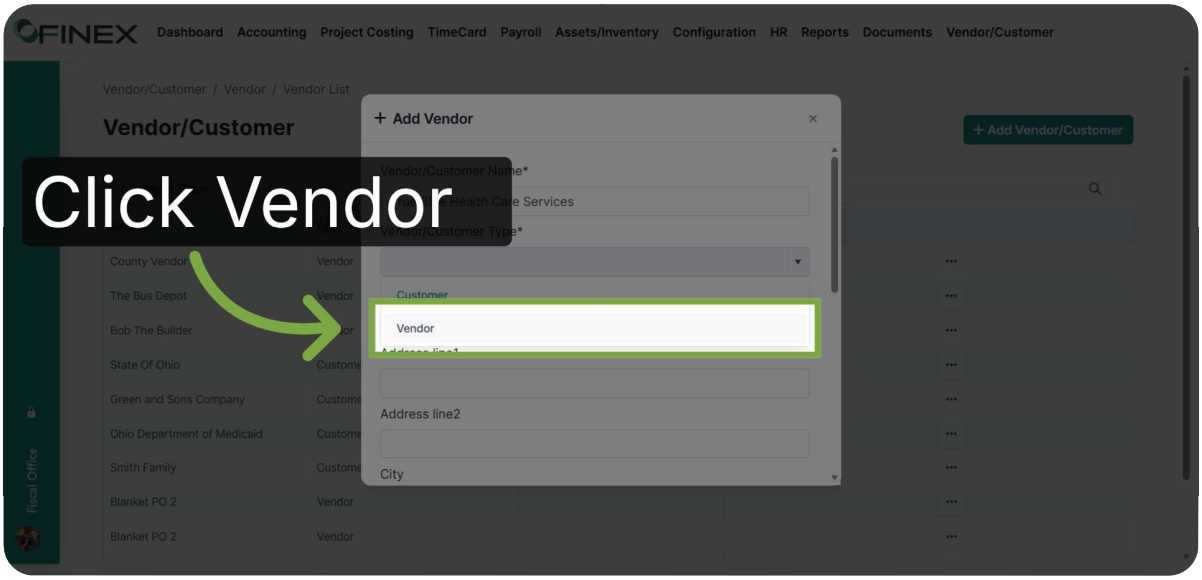
06 View The Type List

Click the drop-down arrow to view the Vendor/Customer Type list.



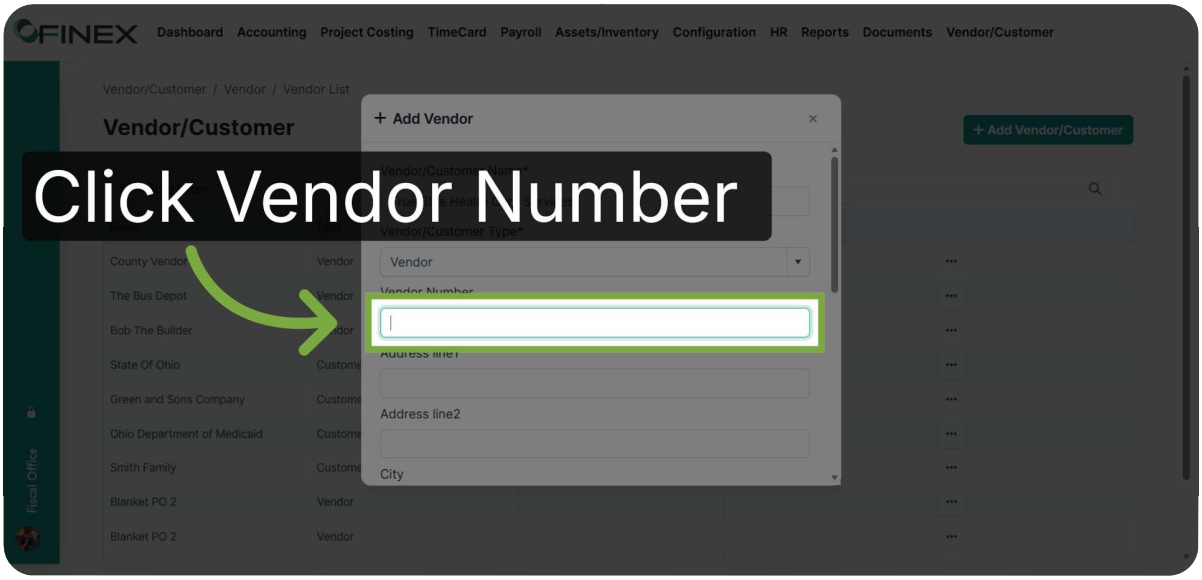
07 Choose Vendor Type

Select your Vendor from the drop-down list.



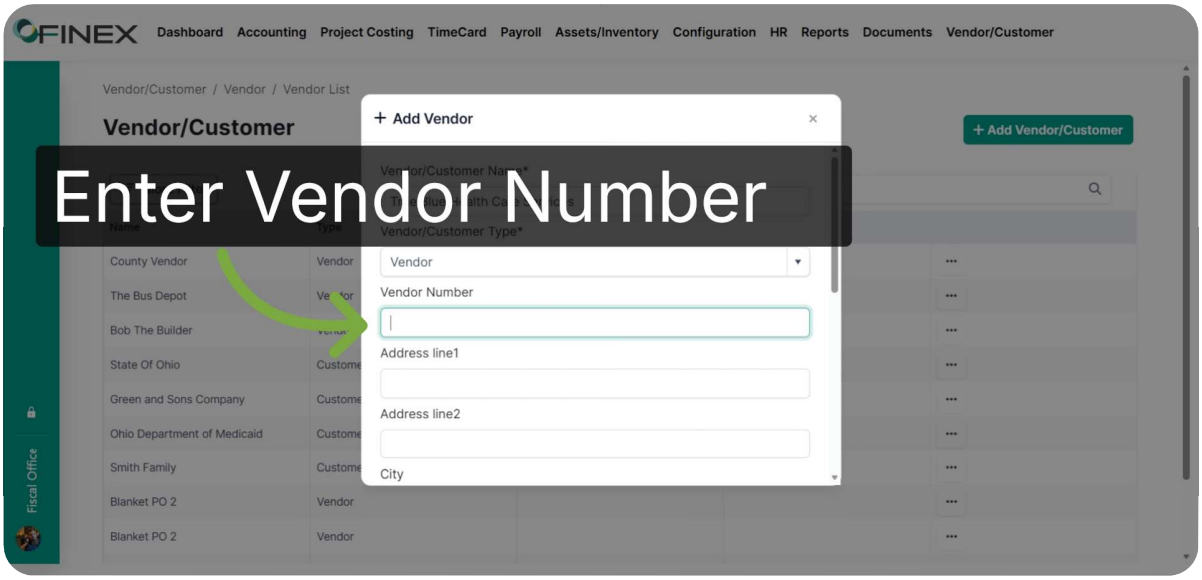
08 Select Vendor Number Field

Click the Vendor Number field.



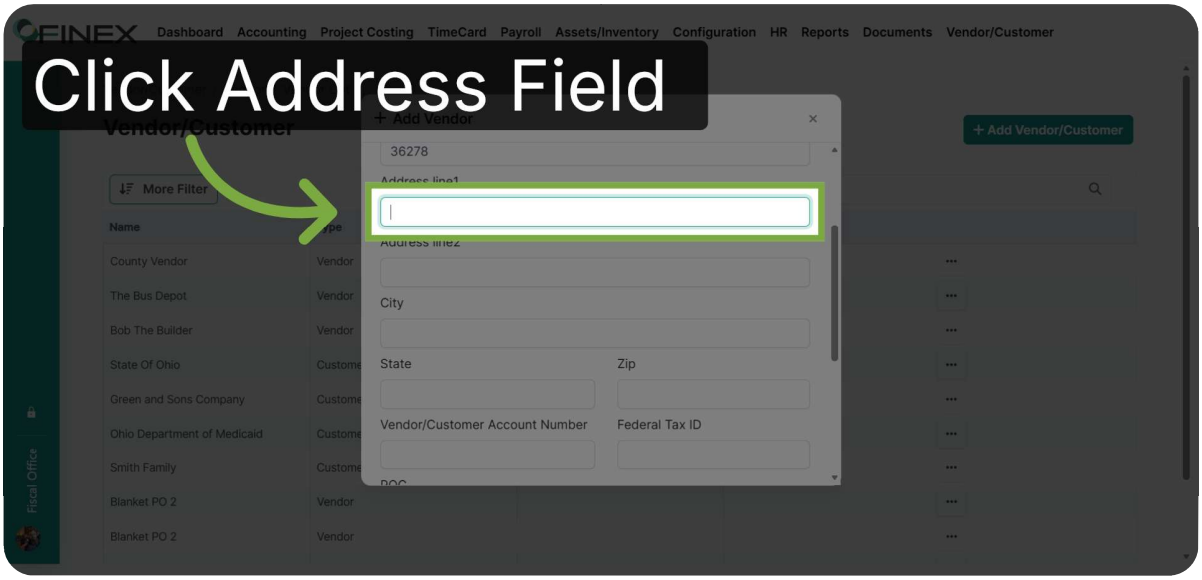
09 Enter Vendor Number

Enter your Vendor ID Number.



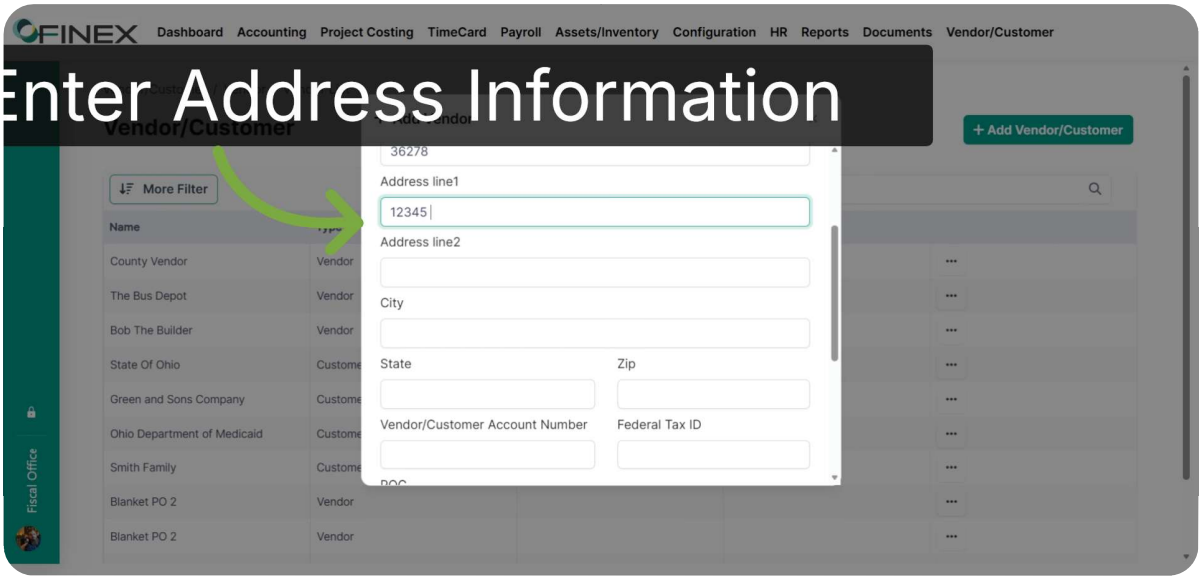
10 Select Address Field

Click the Address field.



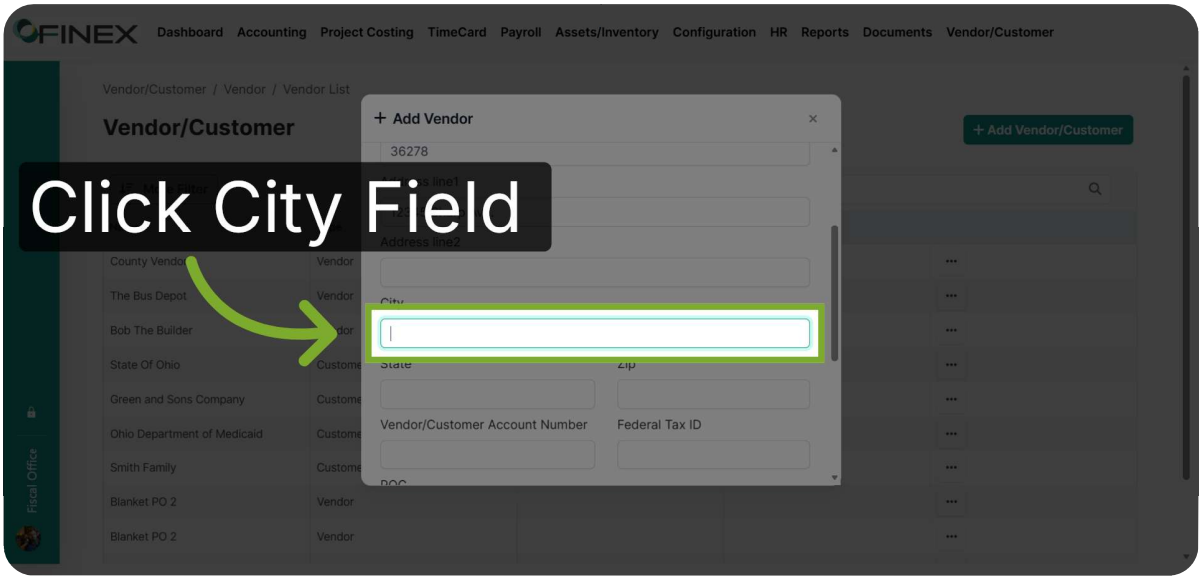
11 Enter Address Information

Enter the Vendor's address.



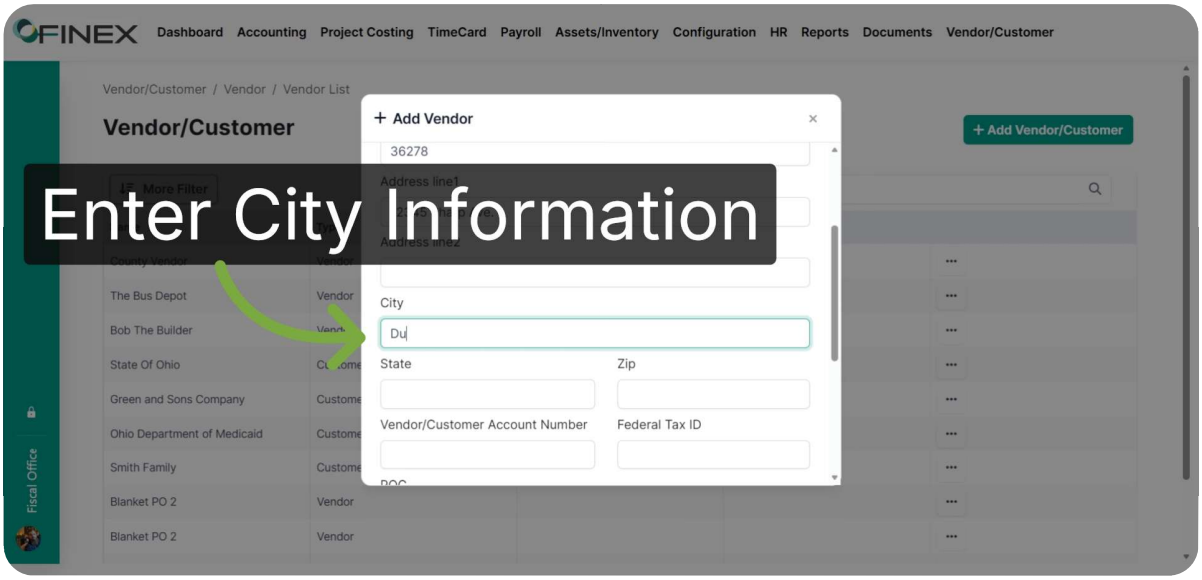
12 Select City Field

Click the City field.



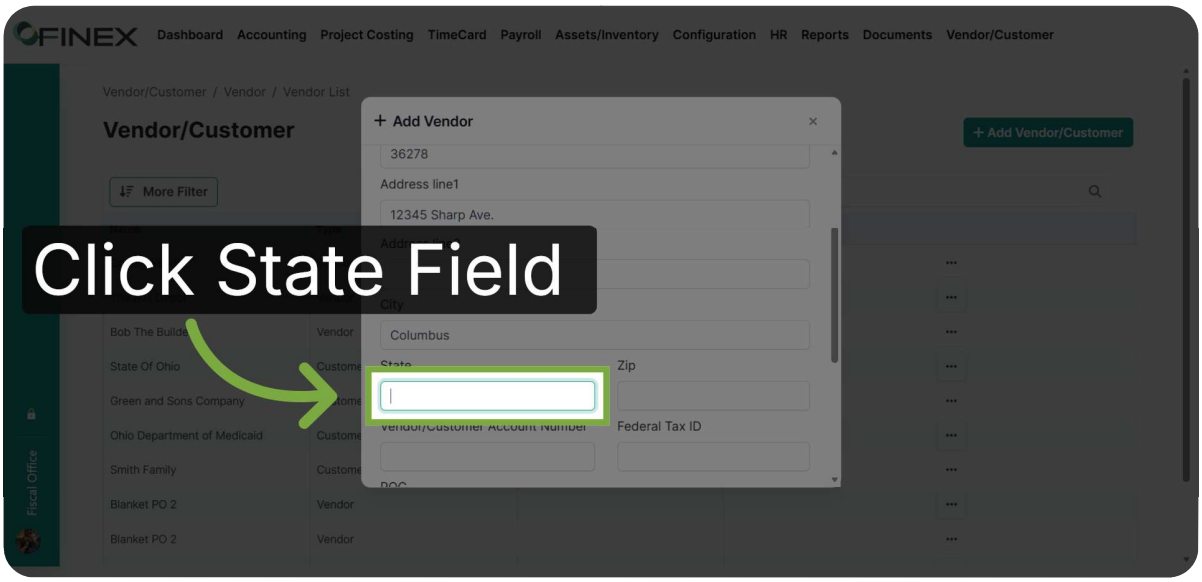
13 Enter City Information

Enter the city where the vendor is located.



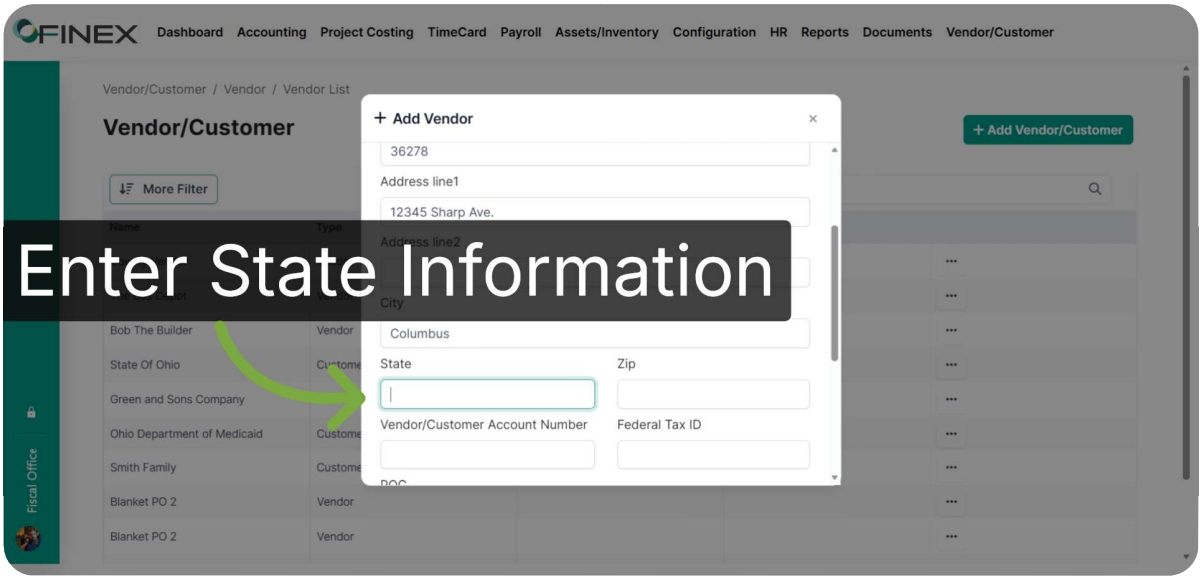
14 Select State Field

Click the State field.



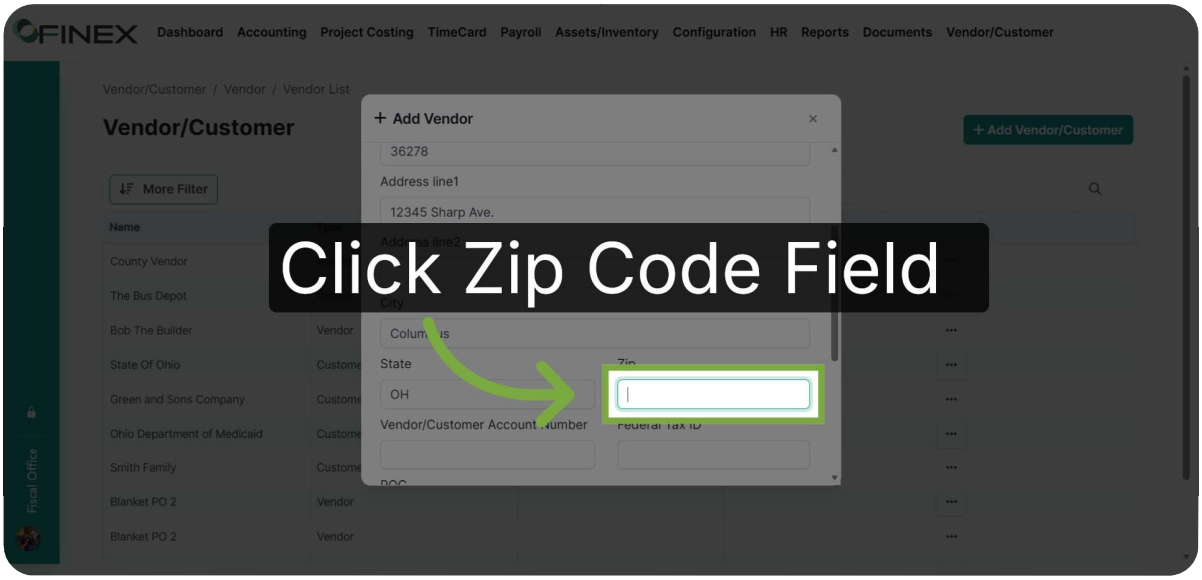
15 Enter State Information

Enter the state where the vendor is located.



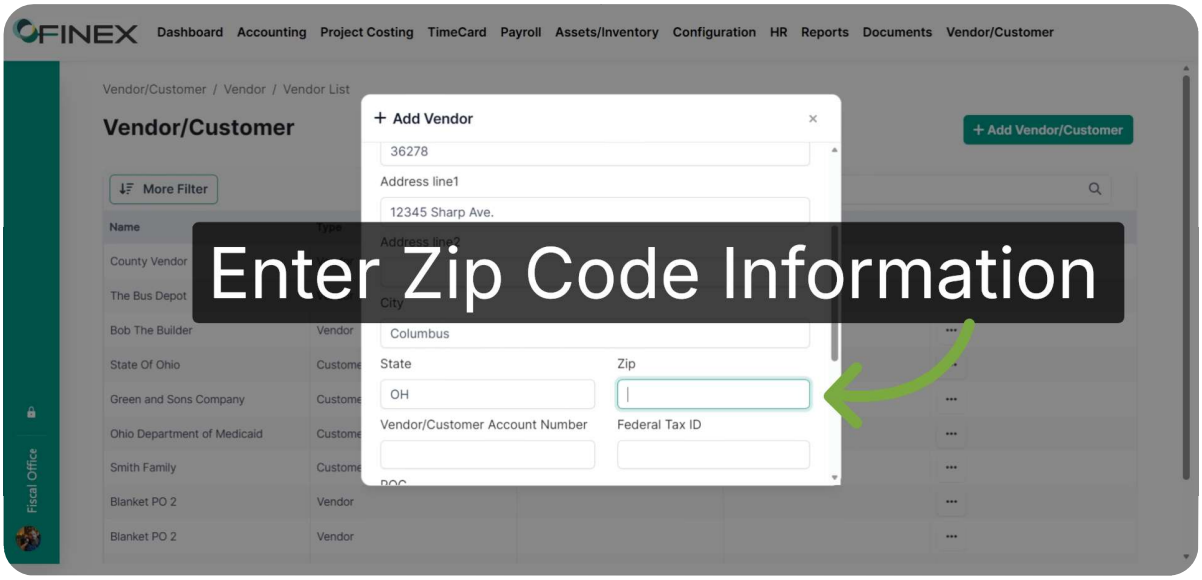
16 Select Zip Code Field

Click the Zip Code field.



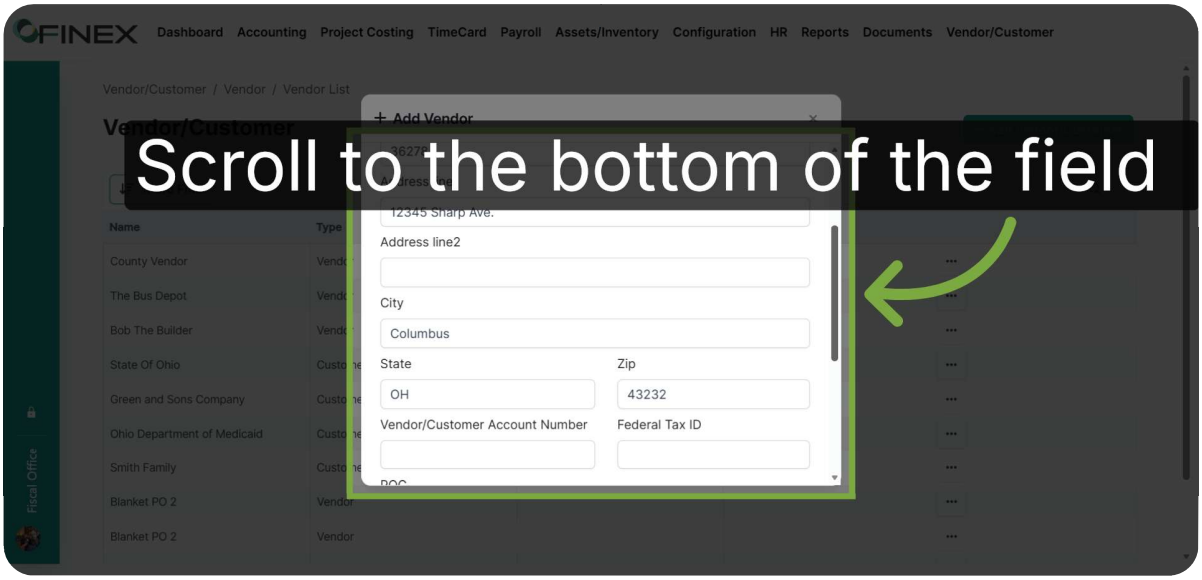
17 Enter Zip Code Information

Enter the zip code for your vendor's location.



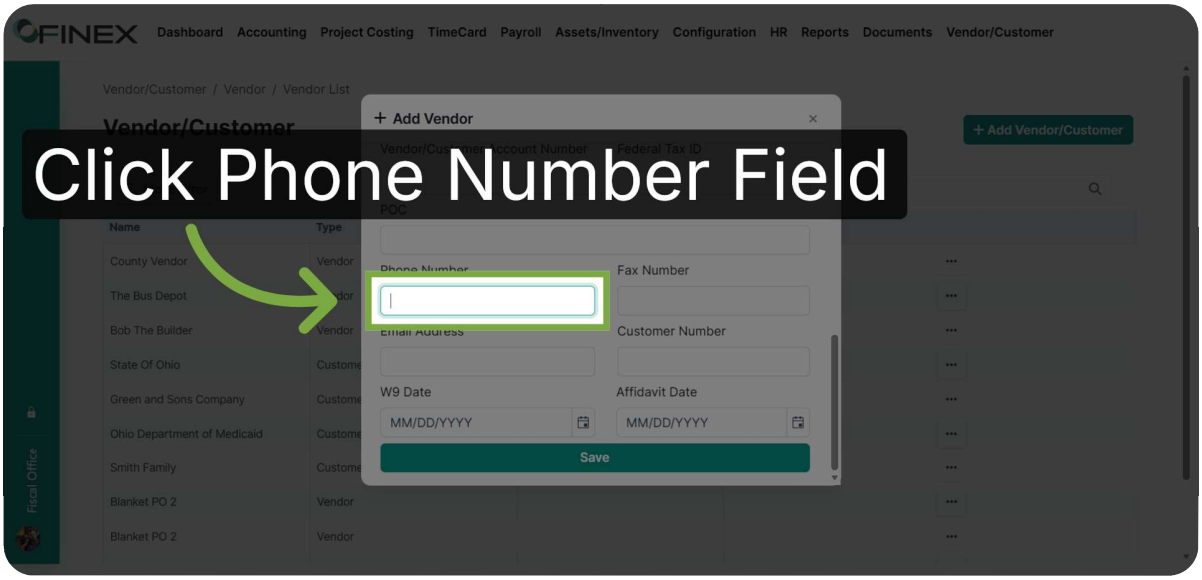
18 Scroll Down On The Enter Vendor Window

Scroll to the bottom of the Enter Vendor Window field.



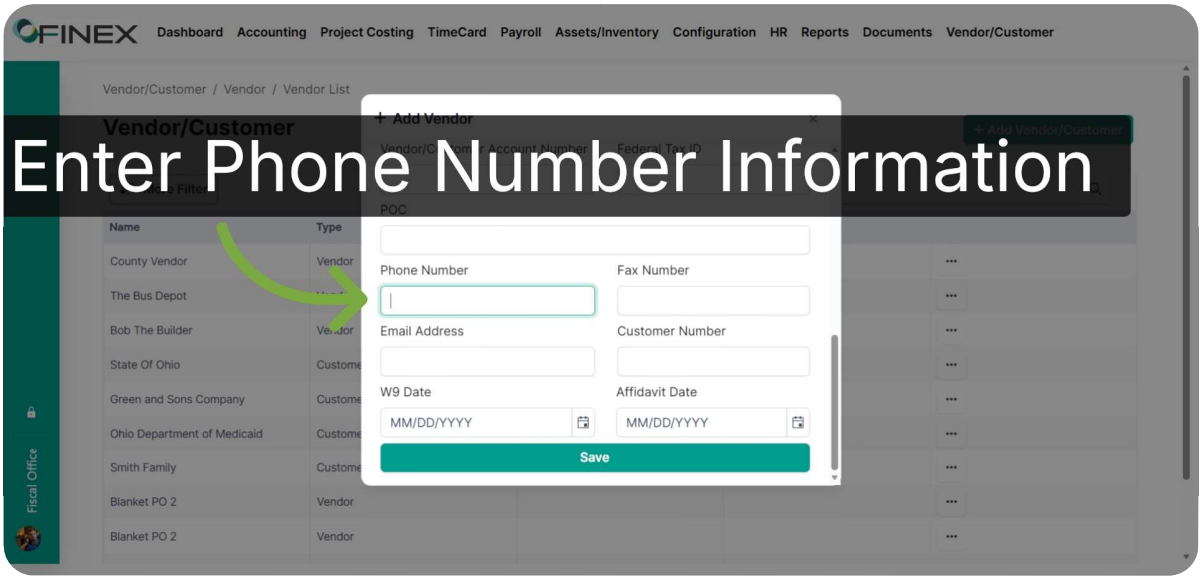
19 Select Phone Number Field

Click the Phone Number field.



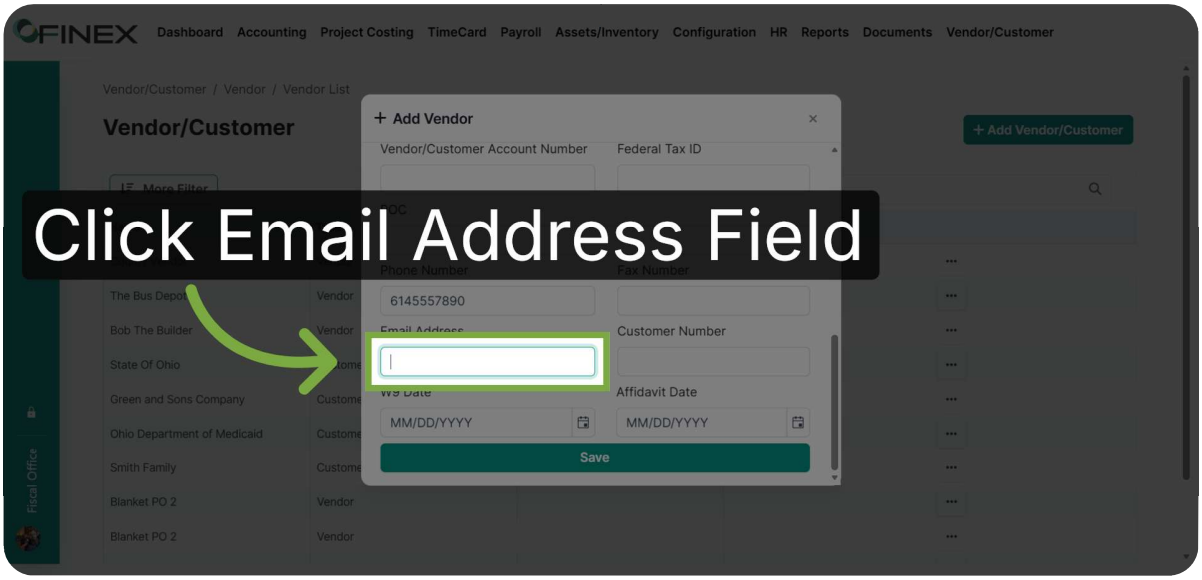
20 Enter Phone Number Information

Enter the Phone Number for your Vendor.



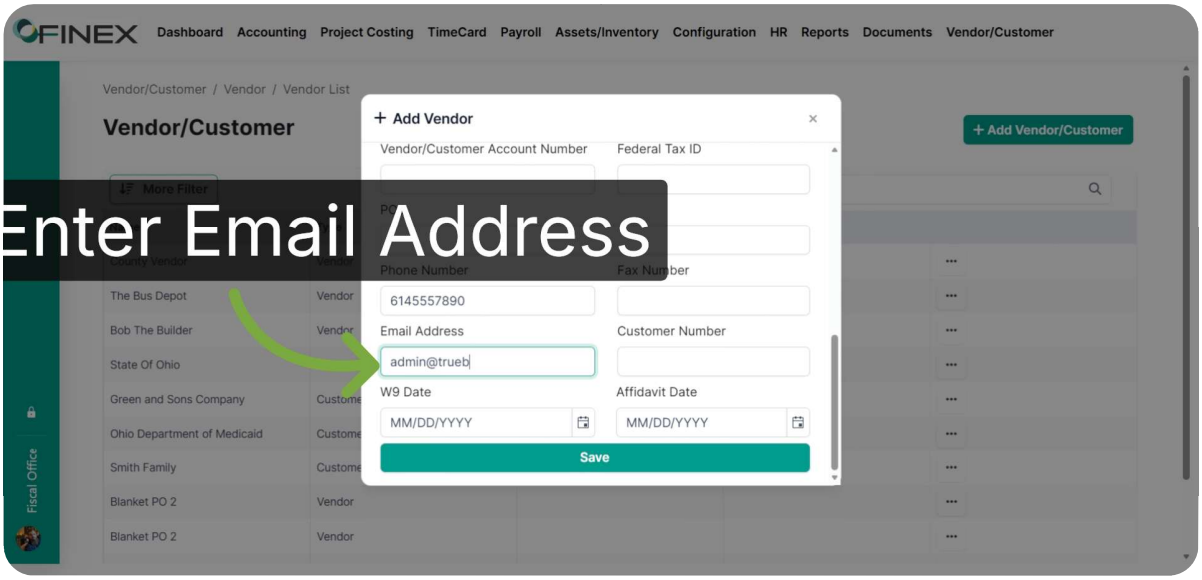
21 Select Email Address Field

Click the Email Address field.



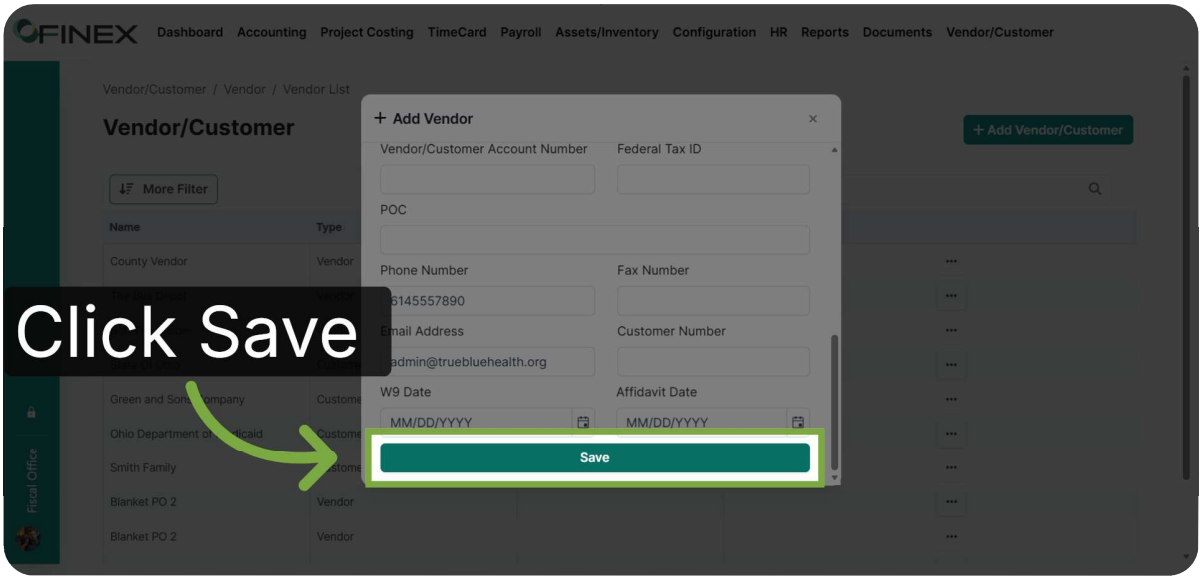
22 Enter Email Address

Enter the Email Address for the Vendor.



23 Save Vendor Record

Click Save to complete the Vendor record.



You have now successfully completed creating a new Vendor in Finex.

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