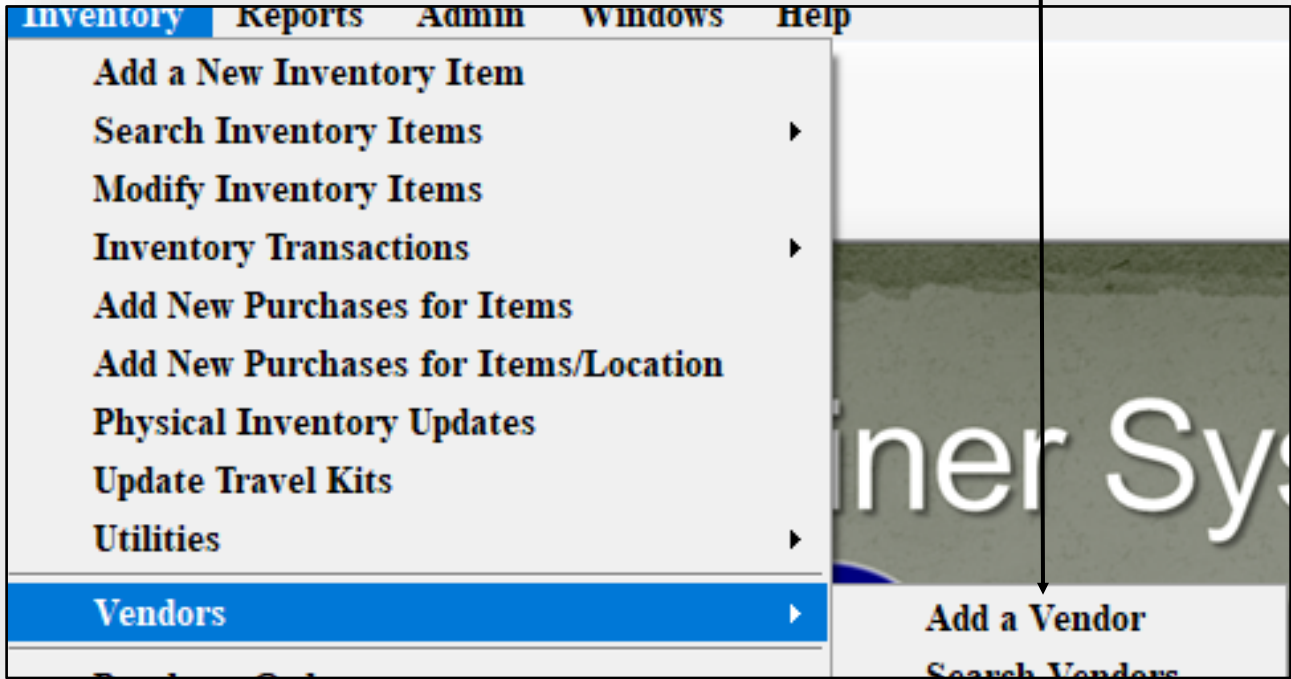


Vendors are added under Inventory, Vendors, Add a Vendor



Several Fields can be added, but only the Vendor's **Name** and a **Vendor Number** are required.

A screenshot of a 'Vendor' form window. The window has a title bar with 'Vendor' and standard window controls. It has two tabs: 'General' (selected) and 'Orders'. The form contains several input fields: 'Name', 'Address', 'Email', 'Comments' (a large text area), 'Vendor No', 'Contact', 'Phone' (with a format mask '( ) - -'), and 'Fax' (with a format mask '( ) - -'). At the bottom, there is a 'Vendor Actions' section with a clipboard icon and buttons for 'New', 'Save', 'Remove', 'Search', and 'Close'. Two arrows from the text box above point to the 'Name' and 'Vendor No' fields.