

Vendor – Create View

Module: Management

Screen Type: Create View

URL: `/^management/vendors/create/`

Model: Vendor

Record Name: Vendor

Plural Name: Vendors

What This Screen Is For

TODO: Explain what this screen does in plain language.

What You See on This Screen

 *Add a screenshot of this screen.*

Fields on This Screen

Field	Type	Description
Last Modified At	Date & time	<i>TODO</i>
Last Modified By	Relationship (single) (optional)	<i>TODO</i>
Vendor #	Text (optional)	A vendor's unique ID number. Leave this field blank for the system to generate one automatically.
Vendor Name	Text	Enter the name of the company or individual that will identify this vendor
Check Payee	Text (optional)	If different from the Vendor Name, enter the name as it appears on checks here
Address Line 1	Text	<i>TODO</i>
Address Line 2	Text	<i>TODO</i>
City	Text	<i>TODO</i>

Field	Type	Description
State	Text	<i>TODO</i>
Zip	Text	<i>TODO</i>
Primary Phone	Text	<i>TODO</i>
Secondary Phone	Text	<i>TODO</i>
Fax	Text	<i>TODO</i>
Email	Text	<i>TODO</i>
Account Number	Text (optional)	List your business account number with this vendor
Payment Terms	Relationship (single) (optional)	<i>TODO</i>
Payable Account	Relationship (single)	Designates the account that will track any accounts payable transactions for this vendor
Charges/Fees Account	Relationship (single)	Designates the expense account that will be used if finance charges or restocking fees are included in a credit memo
1099	Yes/No	Determines whether to issue 1099s to this vendor or not
Fein	Text (optional)	Store the Federal Employer Identification Number here
Grain Dealer	Yes/No	Determines whether or not this vendor is a grain dealer for the purposes of federal corn checkoff regulations. Grain dealers are expected to handle paying corn checkoff, so it will not be deducted from their payments

System Fields (Managed Automatically)

⚙ These fields are managed by the system and usually do not need to be edited.

Field	Type	Description
Id	Auto number (ID)	<i>TODO</i>
Created At	Date & time	<i>TODO</i>
Created By	Relationship (single) (optional)	<i>TODO</i>
Custom Fields	Extra Fields JSONField	<i>TODO</i>
Deleted At	Date & time (optional)	<i>TODO</i>

Common Tasks

- *TODO*
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Tips & Helpful Hints

☐ *TODO*

Who Uses This Screen

- *TODO*

Related Screens

- **List View** — [management-vendors](#)
 - **Detail View** — [management-vendors-id](#)
 - **Update View** — [management-vendors-id-update](#)
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Advanced Notes

TODO

Revision #1

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