Adding a New Vendor

1. Go to the **Navigation Menu** ☰ > **Vendors** ⚒ > **Company Vendor Directory**
2. Click **Add a Vendor button**
3. Enter all vendor information:

   - **Supplier Name:** Enter the vendor's name
   - **Federal Tax ID:** Enter the vendor Federal Tax ID
   - **Vendor Code:** Enter a vendor code
   - **Address:** Enter the vendor's complete address
   - **Email Address:** Enter the vendor's email address
   - **Phone Number:** Enter the vendor's phone number

4. Click **Enable** to enable the vendor
5. Click **ENABLE / DISABLE FOR ASSETS** and select the property(s) to enable the vendor for > **OK**
6. Click **Save**

What Happens Next

You may want to copy the new vendor account to your other properties instead of switching from one property to another and creating the same vendor account for each of them.

To Copy Offline Vendors from one property to another:

1. Go to the **Navigation Menu** ☰ > **Vendors** ⚒ > **Company Vendor Directory**
2. Click the **Copy Offline Vendors** button
3. Select a property you would like to copy to
4. Click **Choose**
5. Click **View status** to display the status of this process on the **File and print monitor** page.

6. Switch to another property you want to copy the vendor to and repeat the steps 1-5