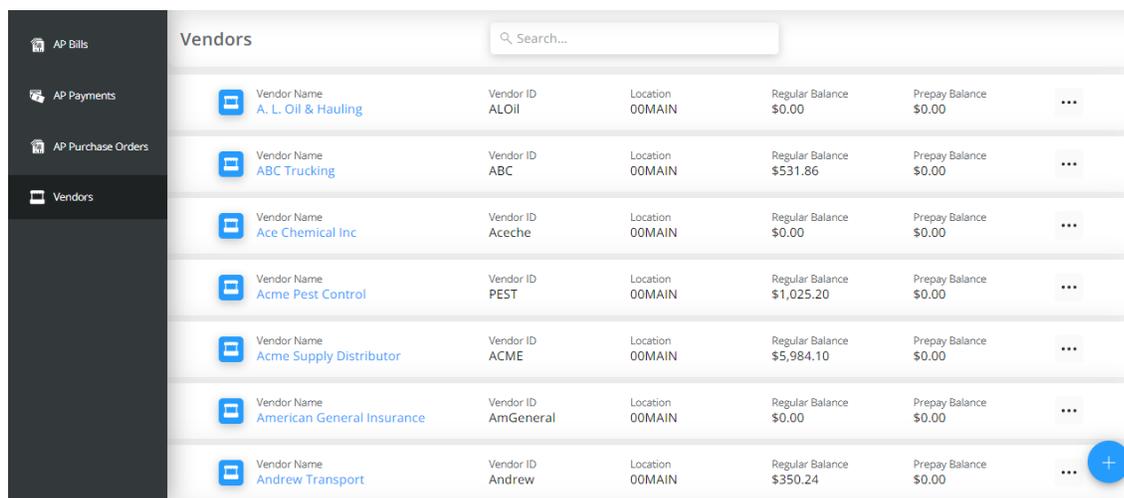# Vendors - SKY Vendor

Last Modified on 05/05/2026 7:50 am CDT

## Overview

A listing of all Vendors is available in SKY Vendor. The list can be narrowed down by selecting the **Filter** icon and specifying the *Vendor Status* and/or *Vendor Locations*. Vendors can be added or edited by those with the *Add/Edit Vendors* permission enabled in SKY Admin.

Choose the **Ellipsis** on the Vendor then select **Edit** if changes need to be made.

**Note:** If the Vendor has a balance, they cannot be changed to *Inactive.*



Vendor information can be viewed by selecting the Vendor in the list. The *Information* tab displays the *Profile, Contact Info, Notes, Payment and 1099 Info, Attributes*, and *Classifications*. The *Attachments* tab displays files attached to the Vendor profile and gives the ability to view or delete the attachment by selecting the **Ellipsis**.

Add a Vendor by selecting **+ Add Vendor** in the bottom right.

## Add a Vendor

## Profile

## Profile
Misc vendor and contact information

| Vendor ID * | Vendor Name * | Location * |
|---|---|---|
| FarMar | Farmer's Market | 00MAIN ✕ |
| 6 / 10 | 15 / 50 | |

| Our Account # | Terms Code | Website URL |
|---|---|---|
| 0 / 20 | | 0 / 50 |

**Attachment(s)**

Attach File

1. Enter a *Vendor ID* and *Vendor Name.*

   **Note:** Once the Vendor is saved, the Vendor ID cannot be modified.

2. The *Our Account #*, *Terms Code*, and *Website URL* fields are optional.

   **Note:** Terms Codes must first be set up in Agvance before they can be applied to a Vendor here.

3. Select **Attach File** to browse and locate the appropriate files to attach. These can then be viewed on the *Attachments* tab when viewing the Vendor's information.

# Contact Info

## Contact Info

| Address 1 | Address 2 |
|---|---|
| 0 / 50 | 0 / 50 |

| City | State | Zip |
|---|---|---|
| 0 / 30 | | 0 / 10 |

| Country | Phone #1 | Phone #2 | Fax |
|---|---|---|---|
| | 0 / 20 | 0 / 20 | 0 / 20 |

| Email |
|---|
| 0 / 60 |

1. Under *Contact Info*, enter the *Address 1/Address 2* information. If the address is only one line, enter it in *Address 2*. *Address 1* could be used for a *Care of* if needed.

2. Fill out the remaining fields as applicable. The *State* and *Country* fields are drop-downs.

# Notes

## Notes

Notes

0 / 255

1. Notes for the Vendor can be entered here.

## Payment and 1099 Info

**Note:** This area is only shown if the *Add/Edit Payment Info on Vendor Profile* permission is enabled in **SKY Admin**.

Payment and 1099 Info
Add 1099 information, payment method, and payment options

| 1099 Type | Default Expense Account | 1099 Form Company Name | Federal Tax ID # |
|---|---|---|---|

Leave blank to print the vendor name from the profile section    0 / 50    0 / 20

1099 Paid Amount    Total Paid Amount
--    --

**Payment Method:**
PICK FROM THE LIST

● Check

○ ACH

○ EFT

**Payment Options:**
PICK FROM THE LIST

☐ Hold Payment    ☐ Pay Only 1 Bill Per Check    ☐ Electronic PO Vendor

1. The *1099 Type* and *Default Expense Accounts* can be specified by choosing from the drop-downs.
2. Enter the *1099 Form Company Name* and *Federal Tax ID #.*
3. Indicate the *Payment Method* and optionally check any of the *Payment Options.*
4. The *1099 Paid Amount* and *Total Paid Amount* areas display as read-only information.

   **Note:** These totals are only available after 1099 activity has been posted. When a new Vendor is added, no totals will appear until 1099 activity has been recorded for that Vendor.

## Attributes

Attributes

Attribute
GLN

Value

0 / 60

Hide Optional Attributes ⌄

1. Select **View Optional Attributes** ⋀.
2. Attributes set up in Agvance display with a field to enter the *Value.*

# Classifications

## Classifications

Select Classes

FUEL ✕    UTILITIES ✕

1. Classifications set up in Agvance can be chosen by using the *Select Classes* drop-down.
2. Choose one or more Classifications. Remove Classifications by selecting the **X** on the label.

When finished filling out the information for the Vendor, select **Add & Start New** to begin adding a new Vendor or **Add Vendor** to save the Vendor and return to the Vendor list.