Vendors - Agvance SKY Vendor

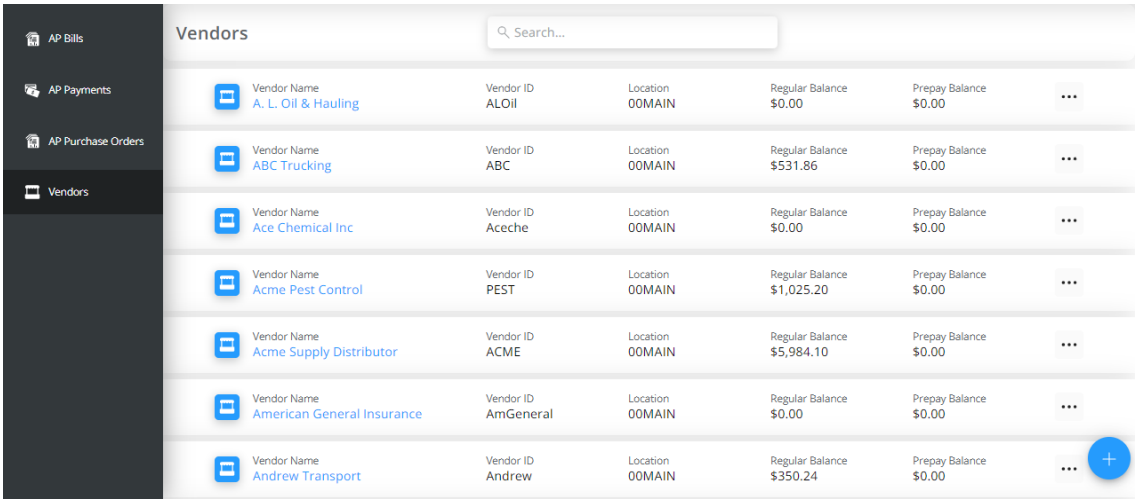
Last Modified on 07/08/2026 3:40 pm CDT

Overview

A listing of all Vendors is available in Agvance 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 Agvance 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*.

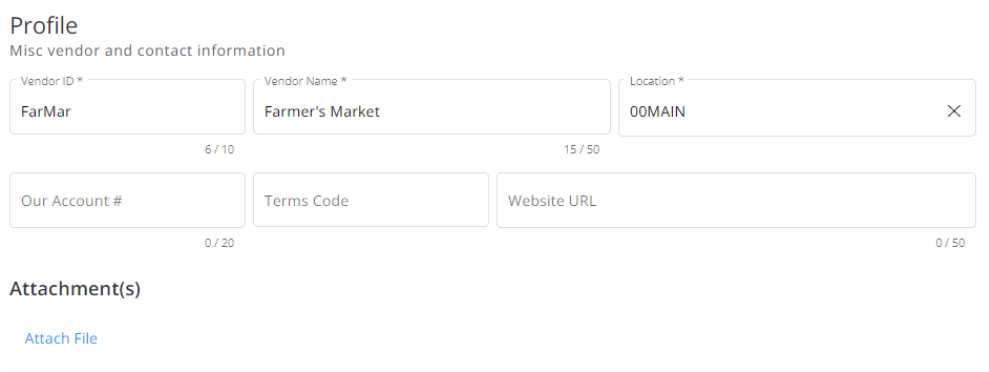


Vendor information can be viewed by selecting the Vendor in the list. The *Information* tab displays the *Profile*, *Contact Info*, *Notes*, *Payment and 1099 Info*, *Attributes*, and *Classifications*. The *Attachments* tab displays files attached to the Vendor profile and gives the ability to view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

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

Add a Vendor

Profile

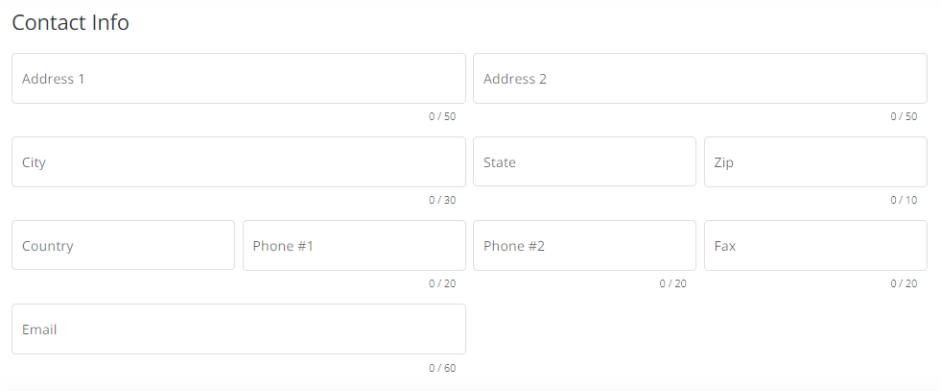


1. Enter a *Vendor ID* and *Vendor Name*.

   Note: Once the Vendor is saved, the Vendor ID cannot be modified.
2. The *Our Account #*, *Terms Code*, and *Website URL* fields are optional.

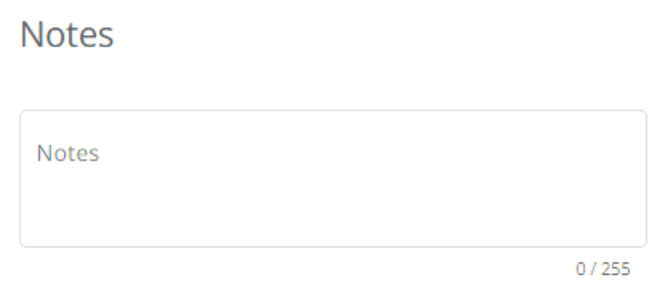
   Note: Terms Codes must first be set up in Agvance Windows before they can be applied to a Vendor here.
3. Select **Attach File** to browse and locate the appropriate files to attach. These can then be viewed on the *Attachments* tab when viewing the Vendor's information.

Contact Info



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.

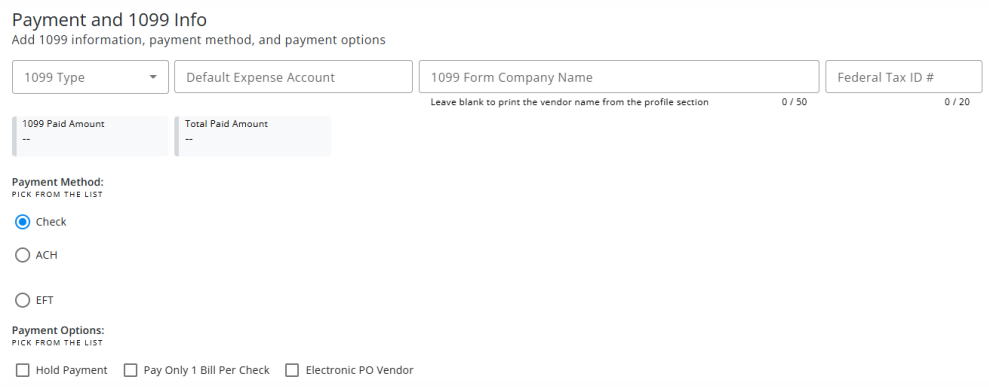
Notes



1. Notes for the Vendor can be entered here.

Payment and 1099 Info

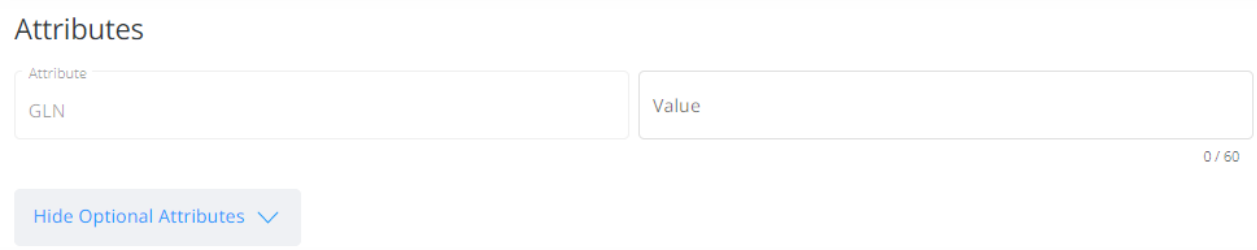
Note: This area is only shown if the *Add/Edit Payment Info on Vendor Profile* permission is enabled in **Agvance SKY Admin**.



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.

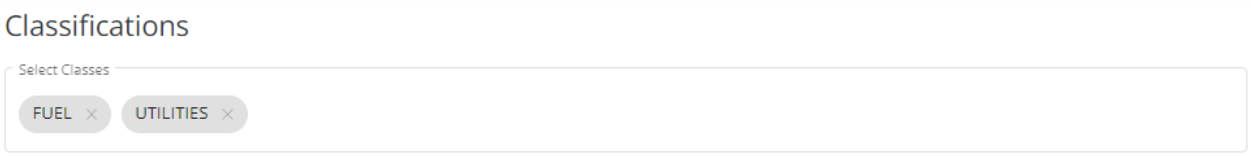
Attributes



1. Select **View Optional Attributes ∧**.

2. Attributes set up in Agvance Windows display with a field to enter the *Value*.

Classifications



1. Classifications set up in Agvance Windows 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.