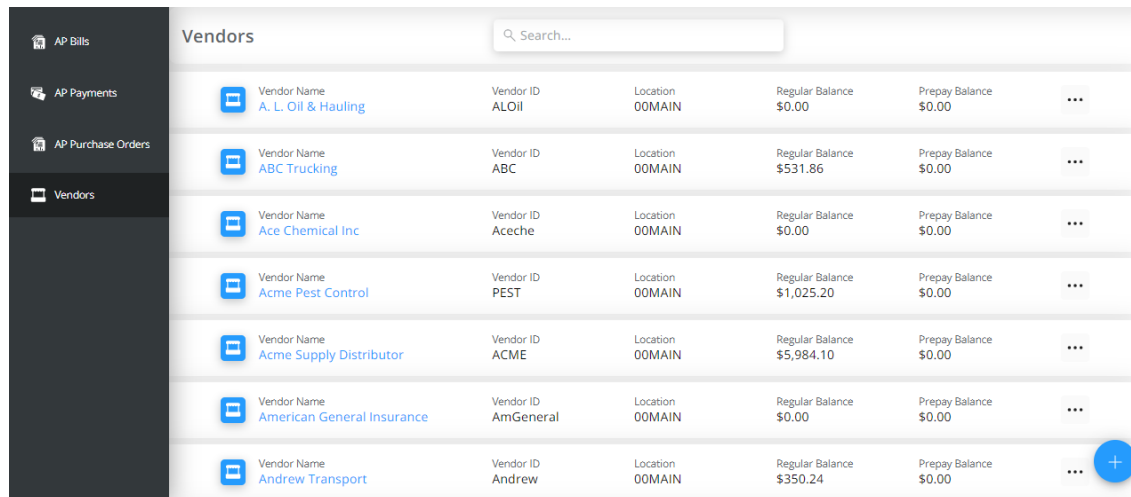


# Vendors - SKY Vendor

Last Modified on 04/13/2023 3:27 pm 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.



Vendor Name	Vendor ID	Location	Regular Balance	Prepay Balance	
A. L. Oil & Hauling	ALOIL	00MAIN	\$0.00	\$0.00	...
ABC Trucking	ABC	00MAIN	\$531.86	\$0.00	...
Ace Chemical Inc	Aceche	00MAIN	\$0.00	\$0.00	...
Acme Pest Control	PEST	00MAIN	\$1,025.20	\$0.00	...
Acme Supply Distributor	ACME	00MAIN	\$5,984.10	\$0.00	...
American General Insurance	AmGeneral	00MAIN	\$0.00	\$0.00	...
Andrew Transport	Andrew	00MAIN	\$350.24	\$0.00	...

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**.

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*.

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

## Add a Vendor

### Profile

**Profile**  
Misc vendor and contact information

Vendor ID * FarMar 6 / 10	Vendor Name * Farmer's Market 15 / 50	Location * 00MAIN X 15 / 50
Our Account # 0 / 20	Terms Code	Website URL 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 0 / 50	Address 2 0 / 50		
City 0 / 30	State 0 / 10	Zip 0 / 10	
Country	Phone #1 0 / 20	Phone #2 0 / 20	Fax 0 / 20
Email 0 / 60			

4. 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.

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

## Notes

**Notes**

Notes

0 / 255

6. Notes for the vendor can be entered here.

## Payment and 1099 Info

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

1099 Type ▼ Default Expense Account

1099 Form Company Name 0 / 50 Federal Tax ID # 0 / 20  
Leave blank to print the vendor name from the profile section

**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

7. The *1099 Type* and *Default Expense Accounts* can be specified by choosing from the drop-downs.

8. Enter the *1099 Form Company Name* and *Federal Tax ID #*.

9. Indicate the *Payment Method* and optionally check any of the *Payment Options*.

## Attributes

**Attributes**

Attribute Value

GLN

0 / 60

Hide Optional Attributes ▼

9. Select **View Optional Attributes**.

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

## Classifications

### Classifications

Select Classes

FUEL X UTILITIES X

11. Classifications set up in Agvance can be chosen by using the *Select Classes* drop-down.
12. 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.