

Set Up a Vendor

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Set up a different code for each vendor to track. Print a Vendor List, Vendor History, or Vendor History By Contract report by vendor number from the *Propane Storage Report Menu*.

1. From the *Propane Storage Menu*, select **Maintenance Files**.
2. Choose **Vendor Maintenance**.
3. On the *Select - Vendor* window, to enter a new vendor, choose **Create**. To change a vendor, select the vendor to change, choose **Modify**, and make any necessary changes.
4. In the *Div* field, enter the Division the vendor is assigned.
5. Enter the *Vendor Name*.
6. In the *Contact Person* field, enter the name of the person to contact when communicating with the vendor.
7. In the *Address* field, enter the street address for the vendor.
8. Fill out the *City/State/Zip* field.
9. Enter the *Telephone* number for the vendor.
10. Enter the *Fax Phone* number for the vendor.
11. Choose **Save**.