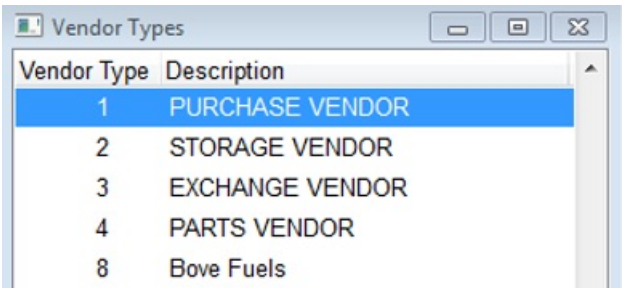
EnergyService Vendors

Last Modified on 06/09/2022 2:07 pm EDT

Vendor Types

1. From the *Maintenance Table* menu, select **Vendors**.
2. Choose **Vendor Types**.
3. To create, press **Ctrl+C**.
4. The *Type* will automatically be assigned once saved.



5. Enter a Vendor *Description* then press the **Down Arrow** or **F4** for a new line.
6. Press **Ctrl+Q** to save once all Types have been entered.

Vendors

1. From the *Vendors* menu, select **Vendors**.
2. Press **Ctrl+C** to enter in a new vendor.
3. Enter the *Name* of the Vendor. The *No* of the vendor will be automatically assigned once saved.
4. Enter the *Account No*, *Contact*, *Email*, *Type*, *Address*, *City*, *State*, *Zip*, and *Phone/Fax* numbers.
5. Press **Ctrl+Q** to save.