## Exercise 2: Create Vendor group and vendor

**Note**: You need to complete Exercise 1.

1. Create a new vendor group:
   1. Navigate to **Accounts payable > Vendors > Vendor groups**.
   2. Select **New**.
   3. In the **Vendor group** field, enter **'69'**.
   4. In the **Description** field, enter **'Consulting vendors'**.
   5. In the **Terms of payment** field, enter or select **Cash.**
   6. Select **Save**.
   7. Close the page.
2. Create a new vendor:
   1. Navigate to **Accounts payable > Vendors > All vendors**.
   2. Select **New**.
   3. In the **Vendor account** field, enter **'US-0069'**.
   4. In the **Name** field, enter **Adventure Works Blue Yonder**.
   5. In the **Search name** field, enter **’Adventure Works Blue’**.
   6. In the **Group** field, enter or select **69** Consulting vendors
   7. Expand the **Payment** section.
   8. In the **Method of payment** field, enter or select **EP Electronic payment weekly**.
   9. Select **Bank accounts** at the top in the Vendor > Set up group.
   10. Select **New**.
   11. In the **Bank account** field, enter **'BlueB1'**.
   12. In the **Name** field, enter **'Bank of Blue'**.
   13. In the **Routing number** field, enter **'123456'**.
   14. In the **Bank account number** field, enter **'9878986844442020'**.
   15. Select **Save**.
3. Close all pages.