**Vendor Creation**

* **List> Relationship>Vendor>New**

**Enter the Following Details –**

1. Type – Individual or Company
2. Name
3. Primary Subsidiary
4. Email|Phone|Address
5. Work Calendar

* **Save Record.**

**Procure To Pay**

* **Requisition>Purchase Order>Item Receipt>Vendor Bill>Vendor Payment**
* **Create Requisition-**