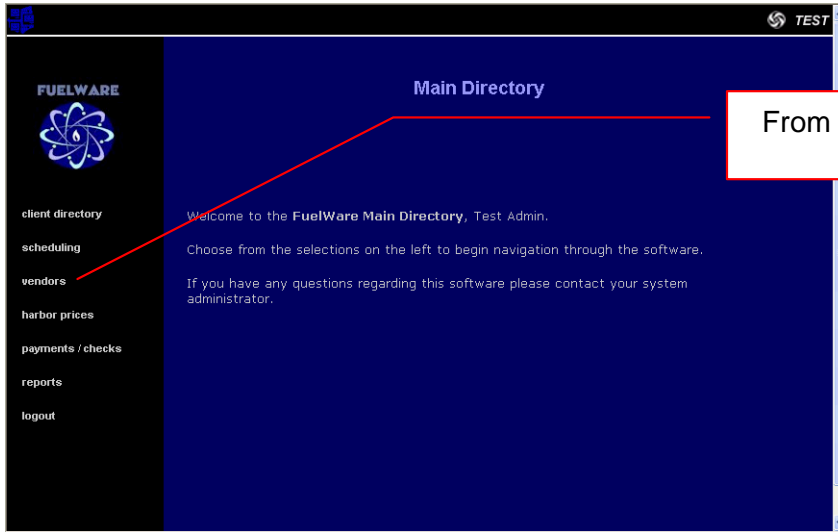
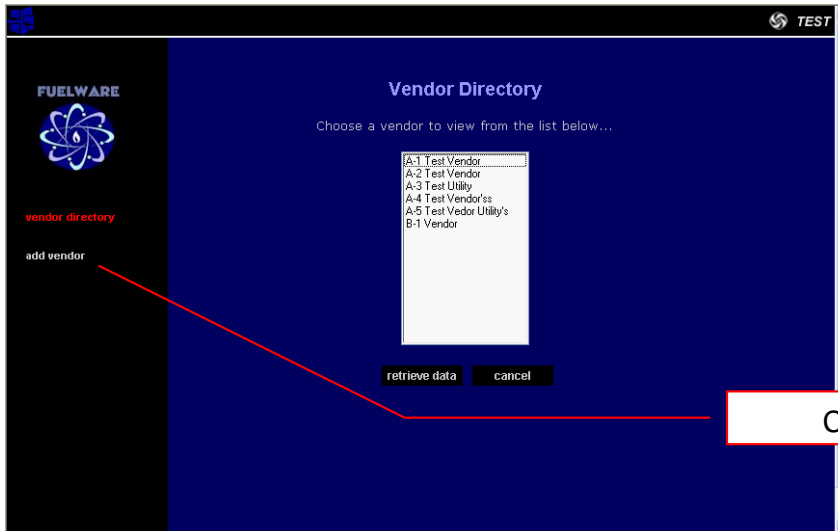


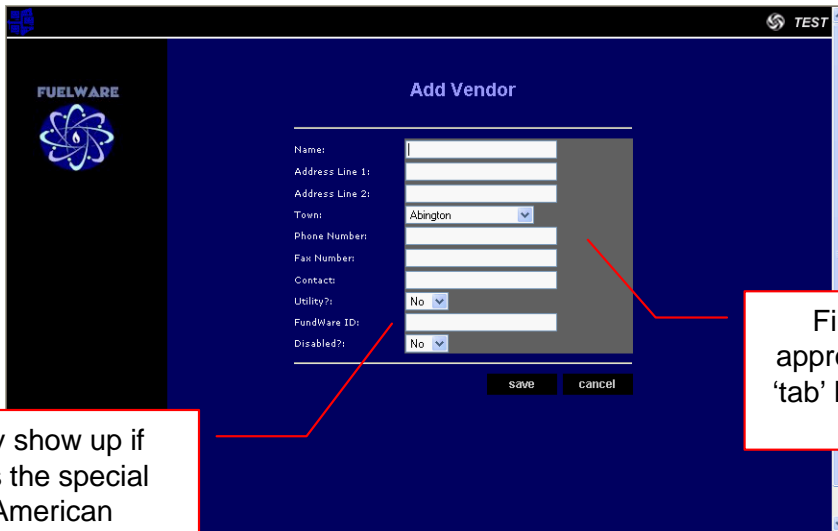
How to Add a Vendor



From the Main Directory, click 'vendors'



Click 'add vendor'



This field will only show up if your agency uses the special export for the American FundWare accounting system

Fill in all the fields with the appropriate information – hit the 'tab' key after each field to get to the next one



How to Add a Vendor (continued)

FUELWARE

Add Vendor

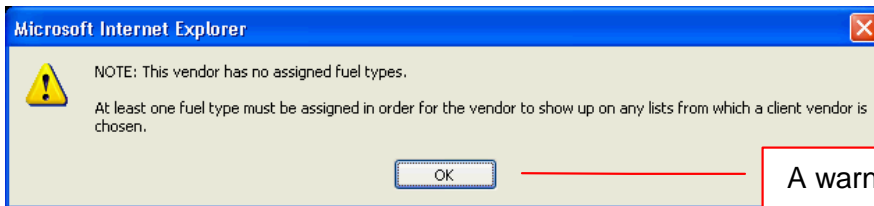
Name: New Vendor
Address Line 1: 1 Main Street
Address Line 2:
Town: New Haven 06506
Phone Number: 8605551111
Fax Number: 8605551112
Contact: Bob Marley
Utility?: No
FundWare ID:
Disabled?: No

Save **Cancel**

Be sure to fill in as many fields as you can, as most are required to save the record

Click the 'save' button to save the vendor

Leave the 'Disabled' field set to 'no' unless you do not want the vendor to appear in any lists for assignment to a client



A warning will pop up stating that we need to add fuel types to the vendor we just added. Click the OK button to continue.

FUELWARE

View Vendor

Name: New Vendor
Address Line 1: 1 Main Street
Address Line 2:
Town: New Haven, CT 06506
Phone Number: (860) 555-1111
Fax Number: (860) 555-1112
Contact: Bob Marley
Utility?: NO
FundWare ID:
Fuel Types: NO FUEL TYPES ASSIGNED TO VENDOR
Vendor Disabled: NO
Open Authorizations: \$0.00
Deliveries: \$0.00
Check Total: \$0.00

reports **edit** **return**

Click on Fuel Types to add fuel types for the vendor



How to Add a Vendor (continued)

FUELWARE

Edit Fuel Types

Choose Fuel Types:

- Coal
- Kerosene
- Oil
- Other
- Propane
- Solar

Assigned Fuel Types:

save cancel

Click on a fuel type from the list to add it to the Assigned Fuel Types list

FUELWARE

Edit Fuel Types

Choose Fuel Types:

- Coal
- Kerosene
- Oil
- Other
- Propane
- Solar

Assigned Fuel Types:

- Oil
- Kerosene

save cancel

Click the 'save' button to save your assigned fuel types

If you want to remove a fuel type from the Assigned Fuel Types list, double-click on it

FUELWARE

View Vendor

Name: New Vendor
Address Line 1: 1 Main Street
Address Line 2:
Town: New Haven, CT 06506
Phone Number: (860) 555-1111
Fax Number: (860) 555-1112
Contact: Bob Marley

Utility?: NO
FundWare ID:
Fuel Types: Kerosene, Oil
Vendor Disabled: NO

Open Authorizations: \$0.00
Deliveries: \$0.00
Check Total: \$0.00

reports edit return

You have completed the addition of the vendor. Click the return button to go back to the main Vendor Directory

