

General Vendor Information

The following table describes the options on the General tab of the Vendor details page:

Setting	Description
Name	Enter the text to rename a vendor.
Logo	Click Select Image to upload an image into vendor details.
Description	Enter up to 1024 characters that summarize the entity. Displays in the entity list and detail pane.
Type	Select the type or select Create New to display a text field where you can enter a new type. The new type is added to the list of vendor types. Save the entity.
Tier	Select the option that best describes the attribute. These attributes are used only for reporting purposes.
Vendor Relationship	
Preferred Vendor	
Vendor Status	
Data Access	