



## Adding a Vendor (QuickBooks Online)

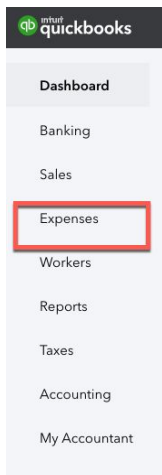
1. Click on **expenses** on the left side menu
2. Click on **vendors** in the upper left corner of the screen
3. Click on **new vendor** in the green box in the upper right corner of the screen
  - a. Click on the green button labeled **New Vendor**
  - b. Enter the vendor information
  - c. **Display name as** is the only mandatory field
  - d. Click on save
4. To remove a vendor
  - a. Find the customer in the list
  - b. Click on their name
  - c. Click on **edit**
  - d. Click on **make inactive**
  - e. Click save



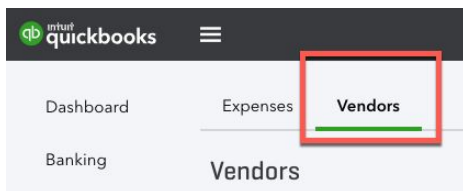
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