



QuickBooks Online

How to add/edit a vendor:

1 – Login to your chapter QuickBooks Online, Enter your User ID & Password

qb QuickBooks

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by Paige - Apr 11, 2014
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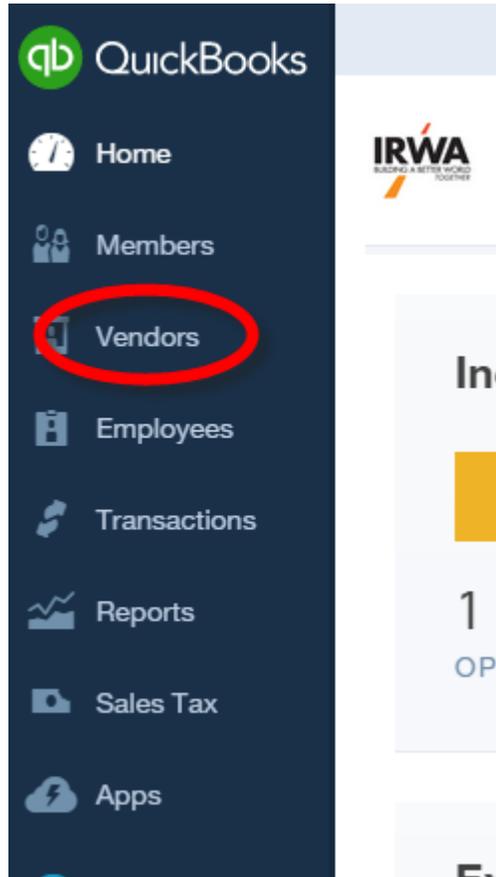
User ID

Password

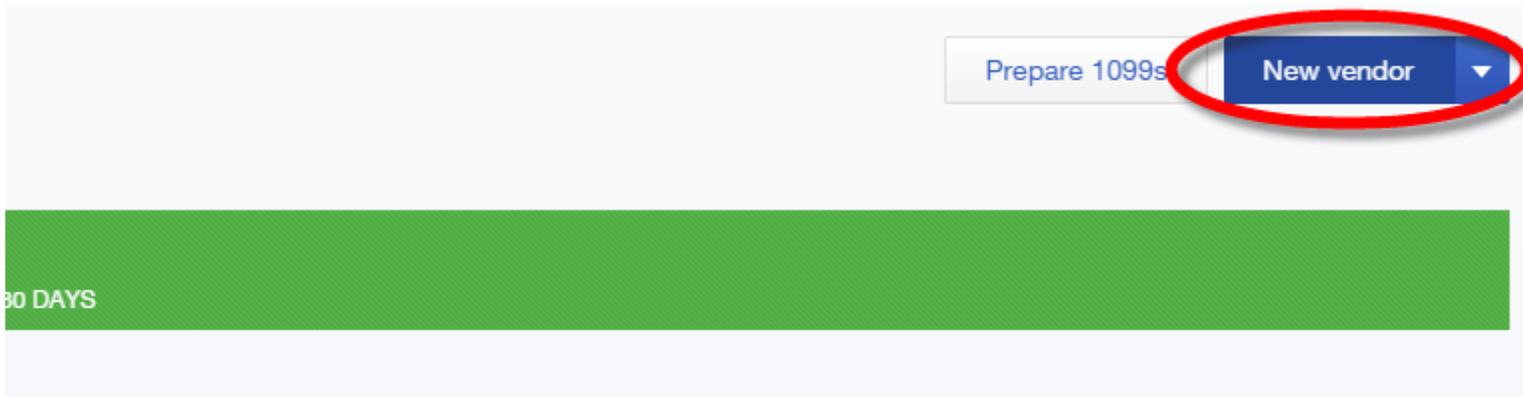
Remember my user ID

Sign In [Can't access your account?](#)

2 – From your [“Home”](#) page, click on **“Vendor”** tab



3 – To add a new vendor then click on 



4 – Complete as much information as possible then click on 

Vendor Information

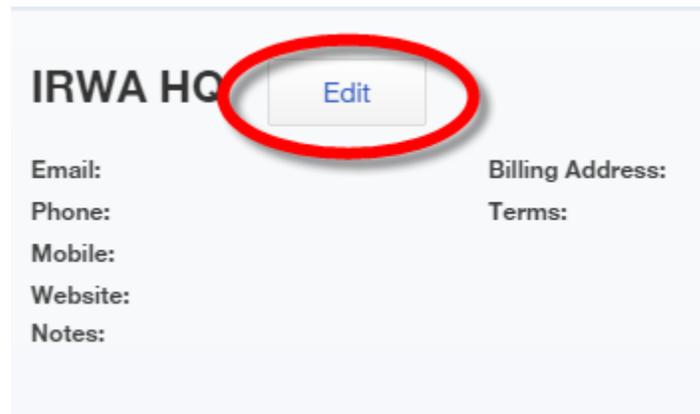
Title	First name	Middle name	Last name	Suffix	Email		
M.	Rakhshan		Mazarei		<i>Separate multiple emails with commas</i>		
Company					Phone	Mobile	Fax
IRWA							
*Display name as					Other	Website	
IRWA HQ							
Print on check as <input checked="" type="checkbox"/> Use display name					Billing rate (/hr)	Terms	
IRWA HQ						Enter Text	
Address map					Opening balance	as of	
19210 S. Vermont Ave., Building A, Suite 100						09/23/2014	
Gardena		CA			Account no.		
90248		USA			<i>Appears in the memo of all payments</i>		
Notes					Tax ID		
						<input type="checkbox"/> Track payments for 1099	

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5 – To edit a vendor, click on the **“Vendor”** name



6 – Click on



7 – Make all needed changes and then click on 

Vendor Information

Title	First name	Middle name	Last name	Suffix	Email		
M	Rakhshan		Mazarei		<i>Separate multiple emails with commas</i>		
Company					Phone	Mobile	Fax
IRWA							
* Display name as					Other	Website	
IRWA HQ							
Print on check as <input checked="" type="checkbox"/> Use display name					Billing rate (/hr)	Terms	
IRWA HQ						Enter Text	
Address map					Opening balance	as of	
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 Privacy 