QuickBooks Online

How to add/edit a vendor:

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

2 – From your **"Home"** page, click on **"Vendor"** tab
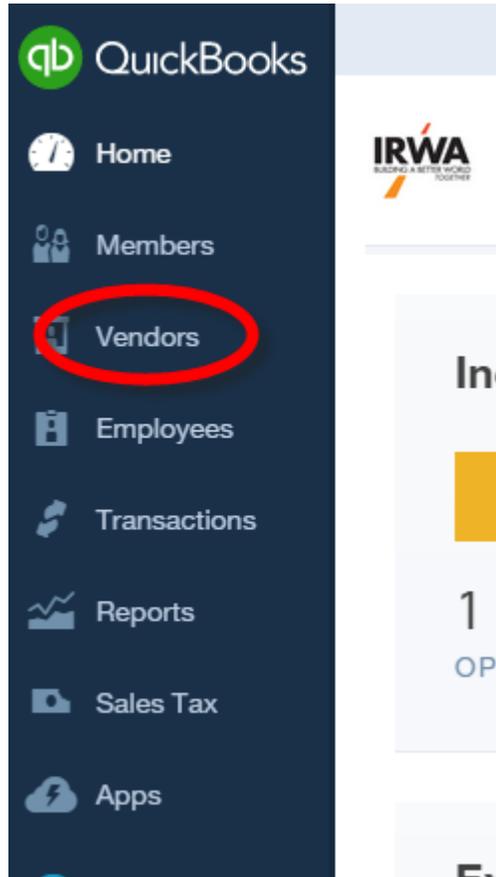
3 – To add a new vendor then click on [New vendor ▼]
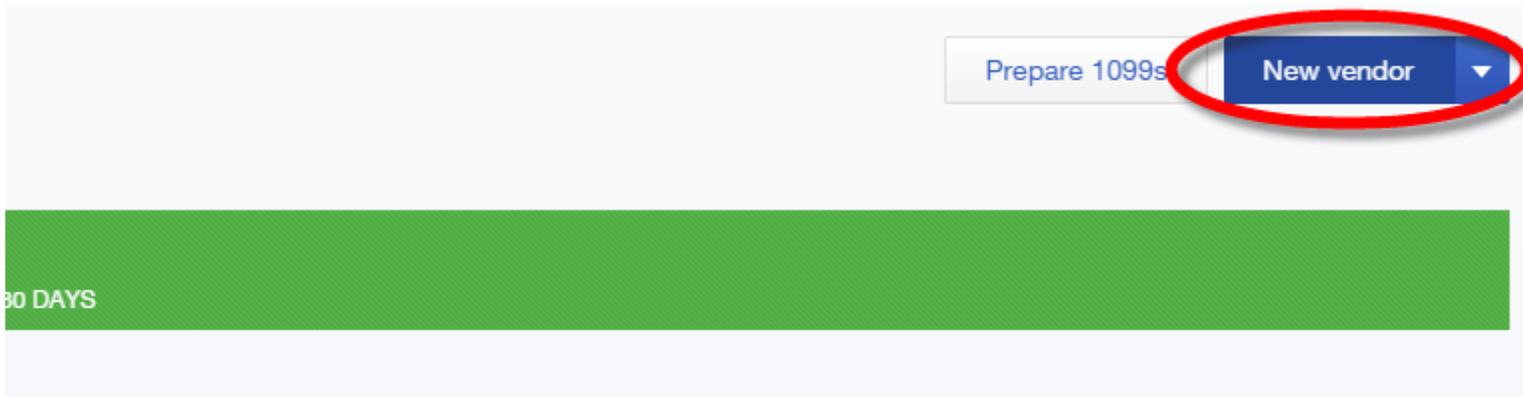
4 – Complete as much information as possible then click on [Save]

Vendor Information

Title	First name	Middle name	Last name	Suffix
M.	Rakhshan		Mazarei	

Company

IRWA

*Display name as

IRWA HQ

Print on check as ☑ Use display name

IRWA HQ

Address map

19210 S. Vermont Ave., Building A, Suite 100

Gardena	CA
90248	USA

Notes

Email

Separate multiple emails with commas

Phone	Mobile	Fax

Other	Website

Billing rate (/hr)	Terms
	Enter Text

Opening balance	as of
	09/23/2014

Account no.

Appears in the memo of all payments

Tax ID

☐ Track payments for 1099

Cancel   Privacy   Save

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

6 – Click on [Edit]
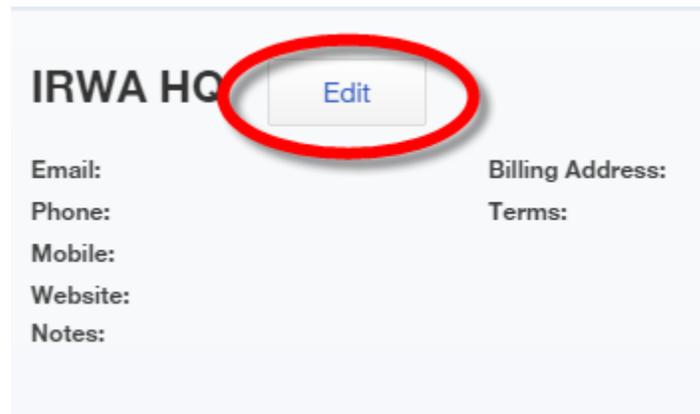
7 – Make all needed changes and then click on Save

Vendor Information

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M.	Rakhshan		Mazarei	

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