New Customer/Vendor

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From the Customer Grid, set up a new customer using the low customer menu option (see fig 1.1 below)

Fig 1.1



Once you've entered the customer name and address, click through the additional tabs at the bottom of the form to complete customer setup (see Fig 1.2 below).

Fig 1.2

RentalPoint Customer × +						-	-
← → C (i) localhost:61893/Customers/CustomerPro	perties			☆	Ŭ	*	
Name & Address							
Customer Code	WATBUS Hide/Disabled		O		×		
Name	Waterloo Business Solutions						
	2255 Dundas Street West						
	Mississauga State		Ontario				
Country	Canada Post code		L5K 1R6				
Email & Web				e	3		
Customer Type	Customer 🗢 🗆 Vende	or					
Contacts Postal Address Phones Financials Account Details Notes							
Find and link Contact Search text	i 🗙 🕂 Add 🗁 Edit						
First Name Last Name Position	Mobile/cell Landline #1 #2	Email Address					
Joe Soap	777 777-999 757 549-3549	676 Independ	676 Independence Parkway Suite 100 Chesapeake 23320				
Support Test	654 123 6548 905 693 9457	support@rentp.com 2255 Dundas	2255 Dundas Street West Mississauga L5K 1R6				
Customer Support Test	Payment Support Test						
Customer Contact	Payment Contact						