

Contact Details: User can add contact person by selecting from the (existing agent in this application) list. This person will serve as the contact for the vendor company.

Contact Person

[+ Add Contact Person Manually](#)

Contact Person *

Fill the agent's name in the search box and select relevant agent name from dropdown (existing user/agent in this application) then click on assign button.

Your contact person details will be added on contact person filed as shown by following image.

asseto Vendors < New Vendor

Vendor Info
Account
Contact Person
Skill Set
Tenant Supervisor
Vendor Type
Documents

Contact Person

Skillset

Skill Set

Electrical Engineer

Tenant Supervisor

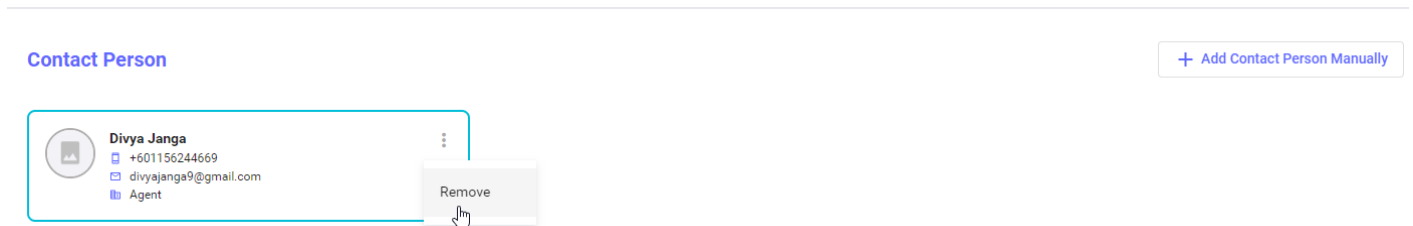
Supervisor

[+ Add Contact Person Manually](#)

User can add “contact person” manually by clicking on “Add contact person manually” button if that person doesn’t exist in this this asseto application. the following page will be displayed.

Add Contact Person

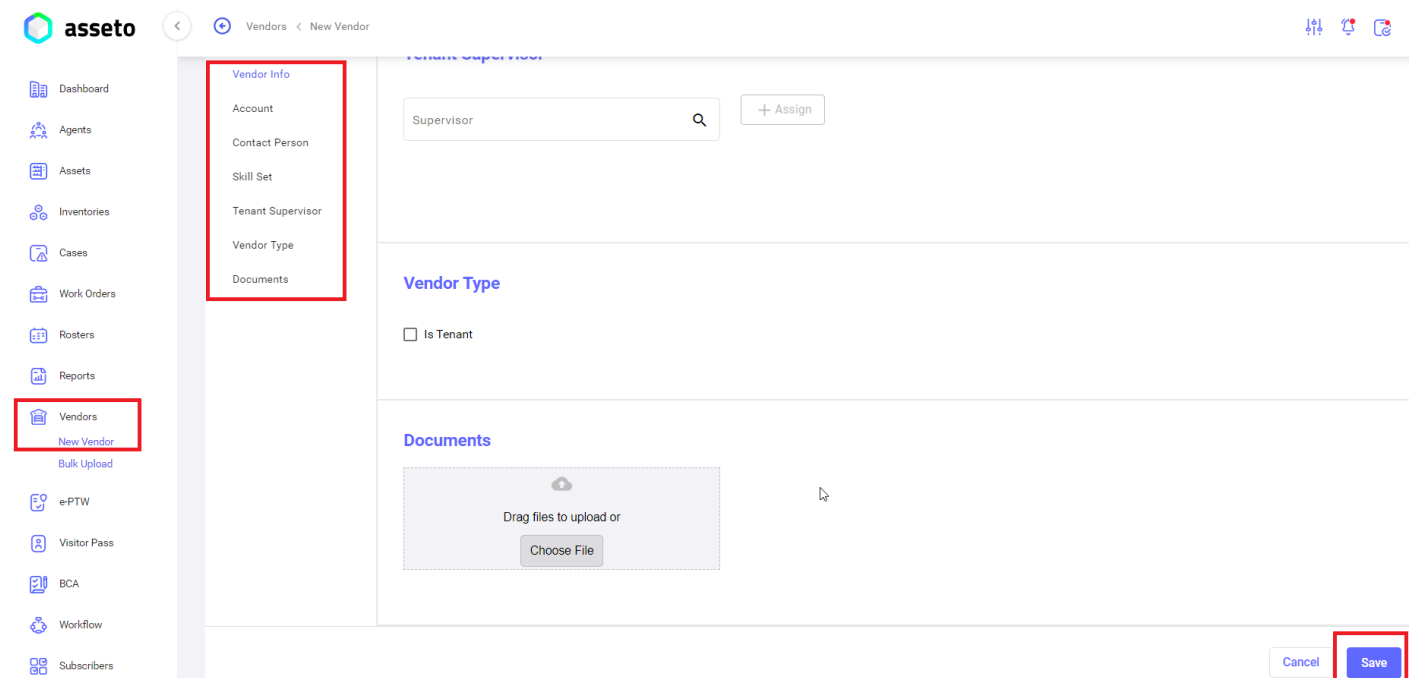
Add contact person details and click on save, details will be added in contact person field as shown by below screenshot.



Tenant Supervisor: The person responsible for managing and overseeing this vendor. Select from the search bar and click on assign button to add.

Documents field: Any documents related to this vendor user can add here.

Click on “save” button.



Confirmation message will be display “Vendor added successfully” and system navigate to vendor detail view page as shown by following screenshot.

- Dashboard
- Agents
- Assets
- Inventories
- Cases
- Work Orders
- Rosters
- Reports
- Vendors**
 - New Vendor
 - Bulk Upload
- e-PTW
- Visitor Pass
- BCA

Description

New branch in Vijayawada suppling tools

Company Email divyajanga9@gmail.com

Company Phone 1 +917032219459

Company Phone 2

Address

vijayawada, Vijayawada, Andhra Pradesh, 522503 India

Contractor Type Direct Contractor

Date Of Joining 25 Jul 2024 [Edit](#)

Date Of Leaving 19 Nov 2027

Status Active

Contact Person [Edit](#)

Skillset Requirements [Edit](#)

Electrical Engineer

Tenant Supervisor [Edit](#)

Agent

Name	Profile	Skill Set	Resource Group	Status
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Asset

+ New Asset

Asset	Category	Location	Asset Health	Status	Maintenance
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Success
Vendor added successfully

Revision #3

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