

# 9.5. Vendor Edit

In vendor detail's view page, we have an option to edit and update the vendor details by clicking on edit icon (available nearby vendor name top left side of vendor view page).

And we can edit individual sections vendor info, contact person, skillset....by clicking on respective edit icons.

The screenshot displays the 'divi company4' vendor detail page. The left sidebar lists navigation options like Dashboard, Agents, Assets, Inventories, Cases, Work Orders, Rosters, Reports, Vendors, e-PTW, Visitor Pass, BCA, Workflow, Subscribers, and Contracts. The main content area shows vendor details for 'divi company4' (VND2572024819529). Fields include Registration No. (345678), Description (new company), Company Email (divyajanga9@gmail.com), Company Phone 1 (+917032219459), Company Phone 2, Address (vijayawada, Vijayawada, Andhra Pradesh, 522503 India), and Contractor Type (Direct Contractor). Red boxes highlight 'Edit' icons for the vendor name, registration number, date of joining (25 Jul 2024), date of leaving (03 Oct 2029), and contact person. The right sidebar shows 'Agent' and 'Asset' sections with tables of associated items and '+ New Agent'/'+ New Asset' buttons.

When you click on the edit icon, the system will navigate to vendor edit page.

The screenshot shows the 'Edit Vendor' page. The left sidebar is the same as the previous page. The main content area is titled 'Edit Vendor'. It features a 'Vendor Info' section with fields for Vendor Name (divi company4), Registration No. (345678), Description (new company), and Contractor Type (Direct Contractor). A 'Contractor Type' dropdown menu is also present. Red boxes highlight the 'Edit Vendor' title and the 'Vendor Info' section.

Here users can edit/update the vendor details.

**asseto** Vendors < Vendors

**Vendor Info**

Account

Contact Person

Skill Set

Tenant Supervisor

Vendor Type

Documents

Direct Contractor

**Contact Details**

Company Email \* divyajanga9@gmail.com

Company Phone 1 \* +91 7032219459

Company Phone 2

Company Website \* www.abc.com

Company Address \* vijayawada

Country \* India

State \* Andhra Pradesh

City \* Vijayawada

Post Code \* 522503

☐ Address 2

**Vendor Type**

☐ Is Tenant

Cancel Update

Edit the data and click on 'update' button at the bottom of the page.

System will navigate to vendor detail view page and "vendor successfully updated" confirmation message will be displayed.

**asseto** Vendors < divi company4

**divi company4** Edit VND2572024819529

Registration No. 345678

Description new company

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

Date Of Leaving 03 Oct 2029

Status Active

Contact Person

**Field Agent-Divi both**

+917032219459

divyabharathi.marreddy@neuronsolutions.com

CASE OWNER DIVI

**Success**  
Vendor successfully updated

**Agent** + New Agent

Name	Profile	Skill Set	Resource Group	Status
divi new jang CUSTODIAN	Building Manager	Electrical Engineer		Active

Items per page: 5 1 - 1 of 1

**Asset** + New Asset

Asset	Category	Location	Asset Health	Status	Maintenance
Lenovo ThinkPad-divi LENOVO THINKPAD	LAPTOP-DIVI	VIJAYAWADA NEW	Normal	ACTIVE	18 Sep 2024 54 Days

Items per page: 5 1 - 1 of 1

## Revision #2

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