Payments: Add a Custom Vendor
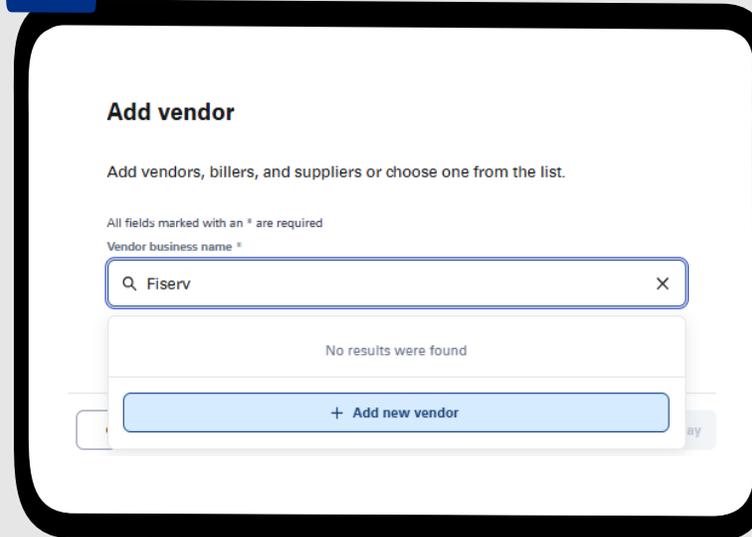
1
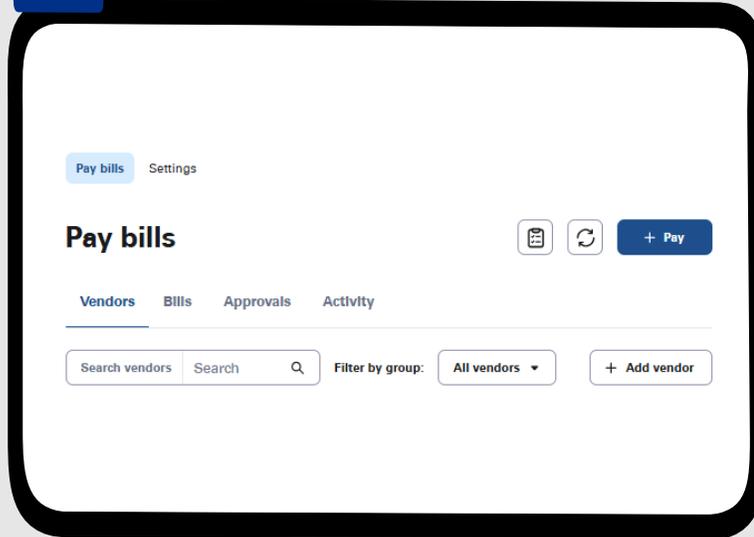
From the "Vendors" inbox, Click "+ Add vendor" button.

2

Search for the vendor name. If the vendor does not show in the directory, click the "+ Add new vendor" button.

3

Add the required information. Click "Save and close" or "Save and pay." The vendor will appear in the "Vendors" inbox.