

# [VIDEO] Add Vendors

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Vendors are typically stores from which sites purchase food. You can also add center staff as vendors to track their labor as receipts. You must add vendors before you can enter receipts for your sites.

Both sponsors and centers can add vendors to Minute Menu CX (subject to **policy T.1**). The instructions in this article are applicable to both user types. However, if you are a center, begin at **Step 2**.

1. Click the **Select Center** drop-down menu and select a center.
2. Click **Tools** and select **Manage Vendors**. The Manage Vendors window opens.
3. Click **Add New**. The boxes in the Vendor Details section are cleared.
4. Click the **Name** box and enter the vendor's name. This is the only required box.
5. Enter the vendor's address and contact information, if needed.
6. (Sponsors) Click the **Center** drop-down menu and select the center to which to limit this vendor. To apply this vendor to all centers, select **All Centers**.

Manage Vendors

Filter by Status

Active  Inactive

Name	Center	Added By
Sams Club	-- All Centers --	Sponsor

Vendor Details

\*Name:

Address:

City:  State:  Zip:

Phone:  Fax:

Center:

7. Click Save.