Rundoo

GLANCE CARD

GETTING STARTED WITH RUNDOO · SETUP

Set Up a Supplier

Getting a vendor in the door takes about a minute. All Rundoo needs is a name. Two more fields are worth getting right.

THE TWO FIELDS WORTH GETTING RIGHT

1

Name

The only required field. Must be unique.

Shows on POs & invoices

2

Pay to

Under Vendor information.

Match your books exactly

3

Orders email

Under Ordering. One address only.

Where POs get sent

Add a vendor in 4 steps

1. POS → **Vendors** → **Add vendor** (top-right).
2. Type the **Name**, then click **Save & Edit**.
3. Set **Pay to** under Vendor information. Save.
4. Set the **Orders email** under Ordering. Save.

Save & Edit vs. Save

Save & Edit

Opens the full profile so you can add details now. Plain **Save** just creates the record and returns to the list.

Rep vs. vendor: the company is the vendor; add your rep as a **Contact** under it. Contacts are reference only. The PO always goes to the Orders email, never to a contact.

Watch for the green banner. Each section saves on its own. A "Vendor saved" banner flashes at the bottom for about two seconds. No banner means the change may not have committed.