

Vendor

The primary key of the table is VENDOR_ID.

The access path in the UI is **Acquisitions > Acquisitions Infrastructure > Vendors > Add/Edit Vendor**.

See [Adding a Vendor and Vendor Account](#) for more information.

Vendor

Field	Description	Field Location in Alma	Additional Information	Data Type	Data Size
Additional Code	A code in addition to the vendor code.	Summary tab on "Vendor Details".		VARCHAR	255
Creation Date	The date the vendor was created.	Right information pane for "Vendor Details" page. Label in Alma is "Created on".		DATE	
Creator	The user who created the vendor	Right information pane for "Vendor Details" page. Label in Alma is "Created by".		VARCHAR	255
ERP Code	A code used by an institution's financial system, such as the Enterprise Resource Planning (ERP) system	Summary tab on "Vendor Details". Label in Alma is "Financial Sys. code".		VARCHAR	255
Modification Date	The date the vendor was modified	Right information pane for "Vendor Details" page. Label in Alma is "Last updated on".		DATE	
Modified By	The user who modified the vendor	Right information pane for "Vendor Details" page.		VARCHAR	255

Field	Description	Field Location in Alma	Additional Information	Data Type	Data Size
		Label in Alma is "Last updated by".			
Preferred Address	The address of the vendor marked as the preferred address. It is used as the default address for the vendor.	Contact Information tab on "Vendor Details" – Web Addresses section.		VARCHAR	3366
Preferred Address Note	The note of the preferred address.	Contact Information tab on "Vendor Details" – Web Addresses section.		VARCHAR	1000
Preferred Email	The email address of the vendor marked as the preferred email address. It is used as the default email address for the vendor.	Contact Information tab on "Vendor Details" – Email section.		VARCHAR	784
Preferred Phone Number	The phone number of the vendor marked as the preferred phone number. It is used as the default phone number for the vendor.	Contact Information tab on "Vendor Details" – Phone Numbers section.		VARCHAR	176
Primary Product URL	The URL with URL type Primary Product.	Contact Information tab on "Vendor Details" – "Web Addresses" section.	If there are several primary product URLs, only one is displayed.	VARCHAR	256
Vendor Code	The vendor code unique to the institution	Summary tab on "Vendor Details". Label in Alma is "Code".	All the vendors that have been on the order, not just the active vendor. The code must be unique across all vendors. Note that the PO Lines tab displays all PO lines whose vendor code is the current vendor.	VARCHAR	255
Vendor Name	The vendor name	Summary tab on "Vendor Details". Label in Alma is "Name".	It is a required field.	VARCHAR	255
Vendor Status	The status of the vendor	Summary tab on "Vendor Details". Label in Alma is "Status".	Possible values: <ul style="list-style-type: none">• Active• Inactive• Deleted	VARCHAR	255