Supplier

Suppliers are your vendors and companies that provide services for your event; these are the companies that will invoice you, and you will make payments to.

In order to properly track all of your expenses and payments you will need to create a list of suppliers within EventsAir. This is done in Application Setup, under Hotels and Suppliers.

The following fields are available when setting up Suppliers:

- **Name** – this is a required field.
- **Internal reference**
- **Organization**
- **Company Number**
- **Company Tax Number**
- **Address Line 1**
- **Address Line 2**
- **Address Line 3**
- **City**
- **State**
- **Country**
- **Postcode**
- **Contact Name**
- **Deactive Account**

Once you are operating your conference, you will be able to create new expense entries using the suppliers you have created here.