

Office - Creating Vendor Labels

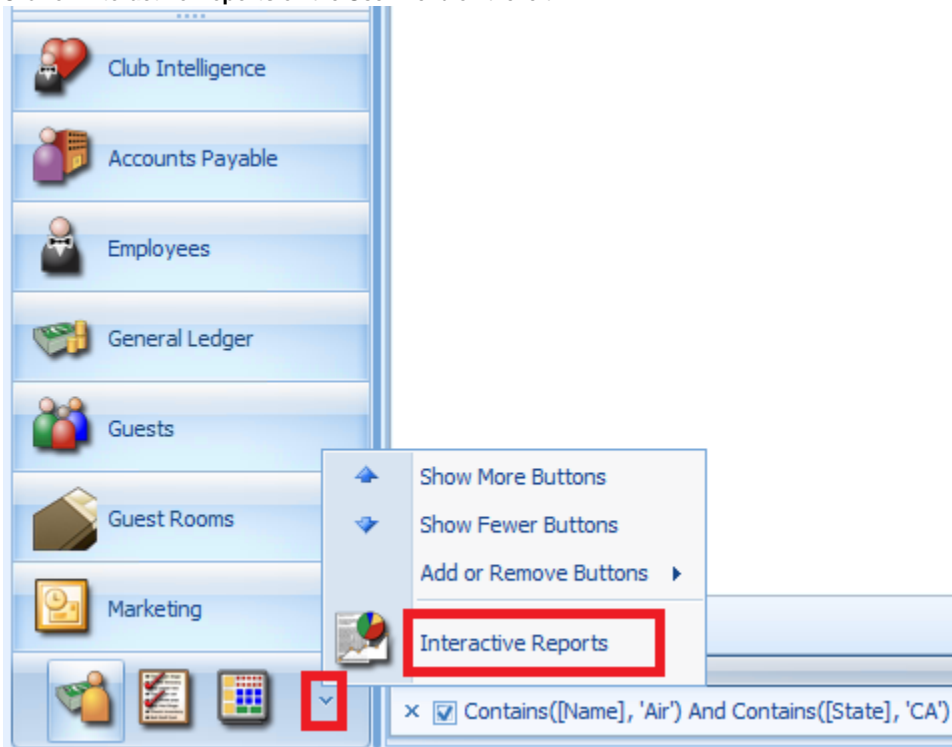
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Please note that in order to print Vendor Labels the Vendors must be set up with a Vendor Category. ClubSoft Support will attach a Vendor Category to your Vendors for you if your vendors are not currently set up with one.

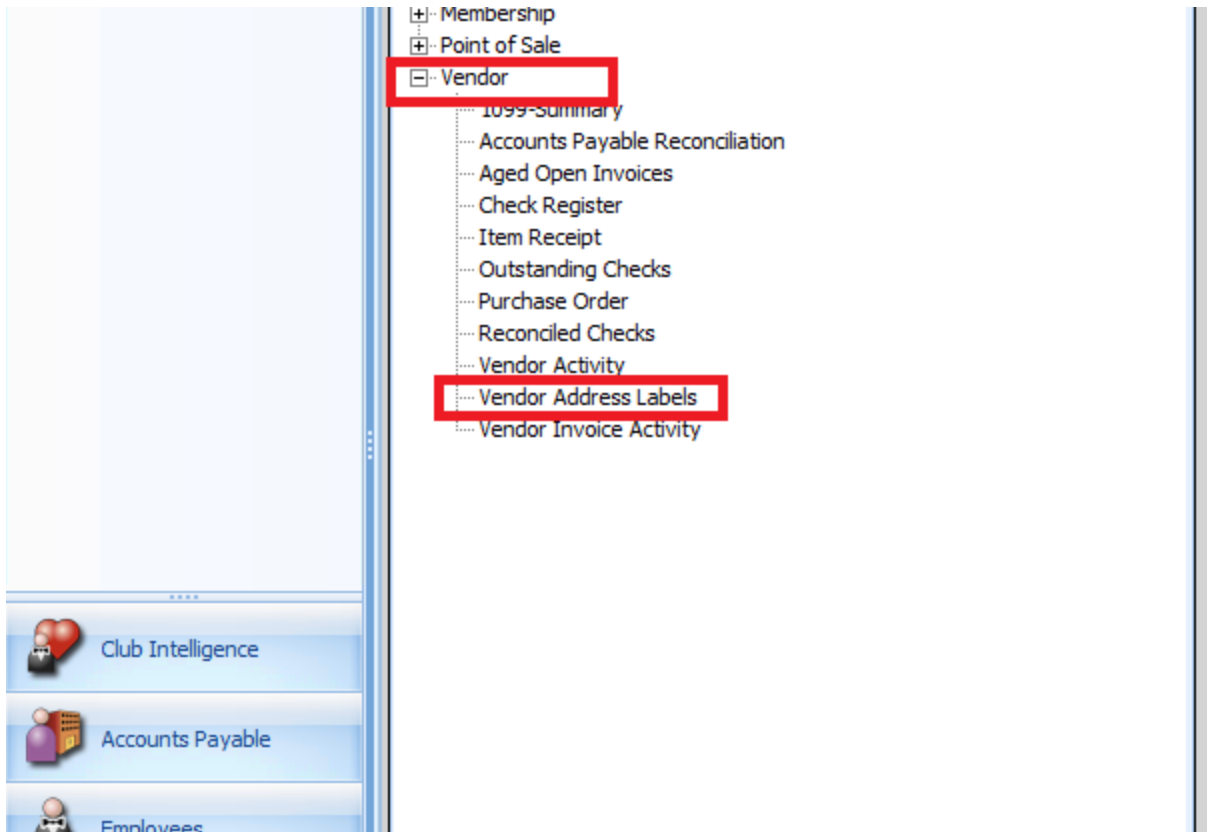
The Vendor Address Label Report is configured to print on Avery 5660 3-across labels.

To print Vendor Labels:

1. Click on **Interactive Reports** on the User Menu on the left.



2. Expand **Vendor**
3. Click on **Vendor Address Labels**.



4. Use the report filters to select the Vendor/s, and fields you want.

5. Click on **View Report**.

6. Click on **Printer icon** to Print.

