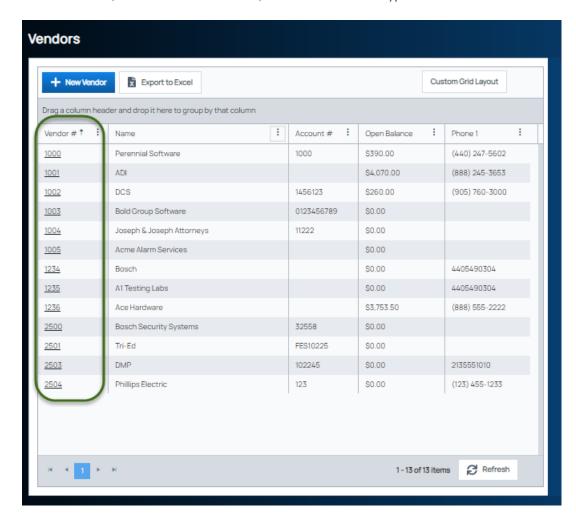
Add Vendor Documents

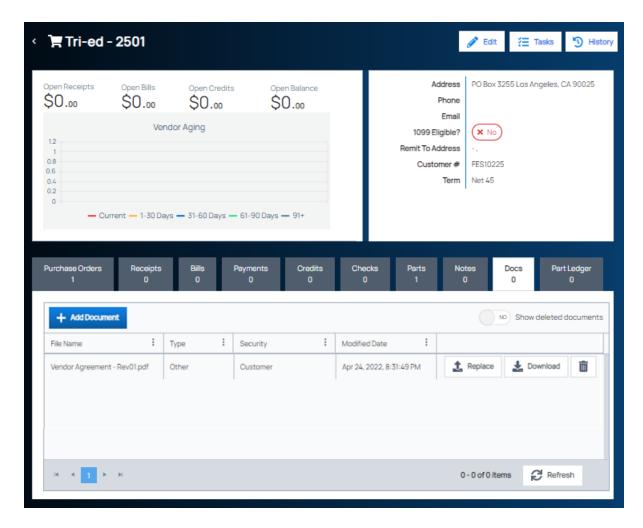
Last Modified on 03/04/2024 4:36 pm EST

To add a Vendor Document, navigate to Accounts Payable > Vendors.

In the Vendor list, locate the desired vendor, and then click on the hyperlink of the vendor in the Vendor # column.



On the Vendor page, click on the Documents tab, and then click the Add Document button.



The Add Document form is displayed. There are two methods for uploading a document:

- 1. Click the Select Files button: the Windows File Explorer opens for you to select one or multiple documents from the same folder.
- 2. With the Windows file explorer open to the location of the document(s), drag and drop the file(s) into the gray box to the right of the Select Files button. You may select multiple documents at the same time.

Select a **Document Type** and an **Access Level**. When finished, click the **Save** button.

