Vendor Documents

Existing Documents and Scanned Documents may be attached to a Vendor record. To add a document to a Vendor, follow the instructions below.

1. Open the Vendor record where a document will be attached.

2. Once the Vendor record is open, select the Documents tree option; right-click and select either Add Document or Scan Document.

3. Depending on which option is selected, follow the link below for further instructions.

Add Existing Document   Scan New Document

Once a document has been scanned in or uploaded, it will be displayed in the Vendor Documents list within the Vendor Explorer.