## **How To Import Vendors**

1. After importing the Terms, click on Import Vendors button.



- 3. Click OK to close message. Imported vendor records can now be opened via Purchasing > Vendors.
- 1. Open Origin Conversions screen from System Manager > Utilities and select Accounts Payable module.

System Manager	🌀 Origin Conversions
Ser Security	
i User Roles	
🎡 Company Setup	Close
🏟 Report Manager	
🌍 Motor Fuel Tax Cycle	System Manager
Company Preferences	General Ledger
i Starting Numbers	Tank Management
i Custom Fields	Accounts Receivable
Utilities	Accounts Payable
ig Origin Conversions	Cash Management
import Origin Users	
🌍 Import Origin Menus	
Announcements	

2. Click on Import Vendors button.

Import Vendors Import all vendo

Import all vendors from Origin.

3. Importing of vendors from Origin will start. This message will prompt once it is finished.



4. Click OK to close message. Imported vendor records can now be opened via Purchasing > Vendors.

- 1. Open Origin Conversions screen from Admin > Utilities and select Accounts Payable module. blocked URL
- 2. Click on Import Vendors button.



4. Click OK to close message. Imported vendor records can now be opened via Accounts Payable Maintenance > Vendors.