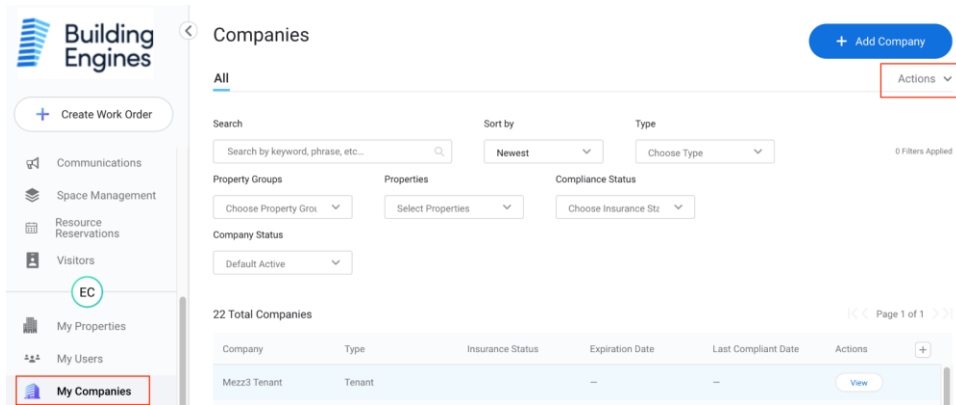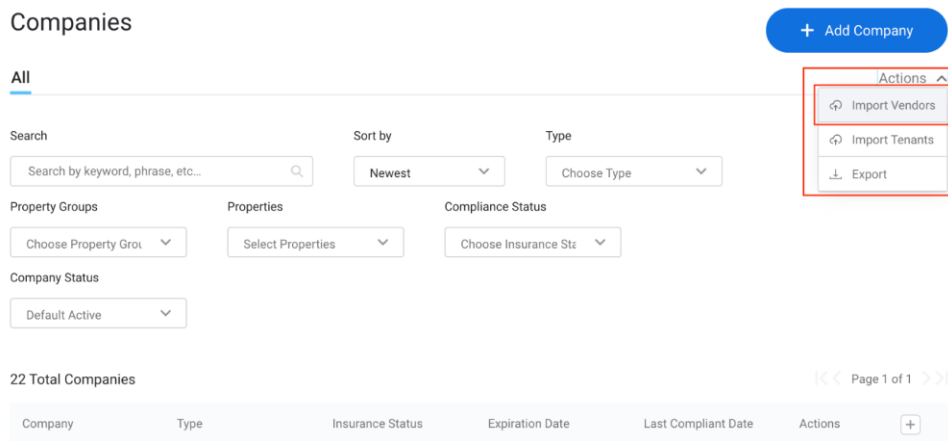**Importing Vendors**

1. Click the My Companies tab and navigate to the Actions button to the right of the page

2. Select Importing Vendors from the drop down under Actions

3. Upload your data and click the blue Import Vendor Company button to finish