Vendor Details Overview

The vendor details page helps you manage a vendor's data registered in the Vendor Risk Manager application. You will often need to update all of your vendor data to effectively manage your relationship with vendors. The tabs in the **Vendor** details page allow you to work on only if you have te appropriate permissions. The following table lists the tabs and the corresponding permissions that are required when updating vendor details.

Tab	Permissions
General, **Owners**, **Addresses**, and **Documents**	Vendor View and Vendor Update
Assessments	Assessment View and Assessment Create
Vendor Contacts	Vendor User View and Vendor User Update. To delete vendor contacts, use Vendor Delete. To add additional contacts, use Vendor User Create
Engagements	Vendor Service View and Vendor Service Manage

The following table summarizes different tabs that are available in the vendor details page.

Tab	Description
General	Allows you to update the general, login, criticality, tags, and organizational hierarchy information. For information about how to update the general information, see Setting the General Information.
Assessments	Create new assessments for newly added engagements.
Owners	The **Owners** tab lists the existing owners. You can add or delete vendor contacts.
Addresses	The **Addresses** tab lists the address(s) of a vendor. Edit the primary address, add a new address, or delete obsolete addresses. Also, use the Designate Primary in the **More Actions**drop-down list to indicate which of the addresses specified here should be used to contact the vendor.
Vendor	The **Vendor Contacts** tab lists the vendor users. You can add, edit, or delete vendor users. Use the options in the **More Actions** drop-down list to import, export, activate, or deactivate vendor users. Select vendor user(s) and click **Primary Contact** to

Tab	Description
Contacts	Designate a vendor user as primary point of contact. For information about how to create a new vendor user, see Creating a Vendor User.
Engagements	Displays the list of services that a vendor can offer. Update existing engagements, add new engagements when you want to avail more services from the same vendor, or delete engagements when a vendor no longer supports a particular service. In the **More Actions** drop-down list, use the **Batch Edit** option to update the information of multiple engagements that belong to the same vendor, and use **New Assessment** to launch an assessment for newly added engagements, since you may want to assess the engagement before availing it from a vendor. For information about how to create a new engagement, see Creating a Vendor Engagement.
Documents	Add documents, web links, shared documents, and link contracts.