

Configuring Vendor Accounts

Each vendor on the system is represented as an entity and has user account information on the Users page. When you add a vendor, the RiskVision solution creates an entity and a user account.

You can add, remove, and update general information for the vendor, such as name and address, from either the Entity page or the Users & Roles page.

To configure a vendor:

1. In the Vendor Risk Manager application, go to **Vendors > Vendors**, and select the desired vendor to open its details.

The screenshot displays the 'Vendor: Corporate Copier Services' details page. The top navigation bar includes an 'Edit' button circled in red, along with 'Favorites', a refresh icon, and window controls. The left sidebar contains a navigation menu with the following items: General (selected), Assessments, Owners, Addresses, Vendor Contacts, Engagements, and Documents. The main content area is divided into several sections:

- General**: Name Corporate Copier Services, Description N/A, Logo N/A, Vendor Status Approved, Type Supplier, Tier Tier 1, Vendor Relationship N/A, Preferred Vendor N/A, Data Access N/A.
- Login Customization**: Landing Page N/A, Login Message N/A.
- Business Criticality**: A message box states 'Criticality not set. Click on the Edit button'.
- Tags**: A filter dropdown set to '- Show all -' and a 'Refresh' button.

Tag Category	Tag Name	Description
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2. Click a tab (General, Assessments, etc.) to open the corresponding pane.
3. Click **Edit**.
4. Change the settings.
5. Click **Save**.

