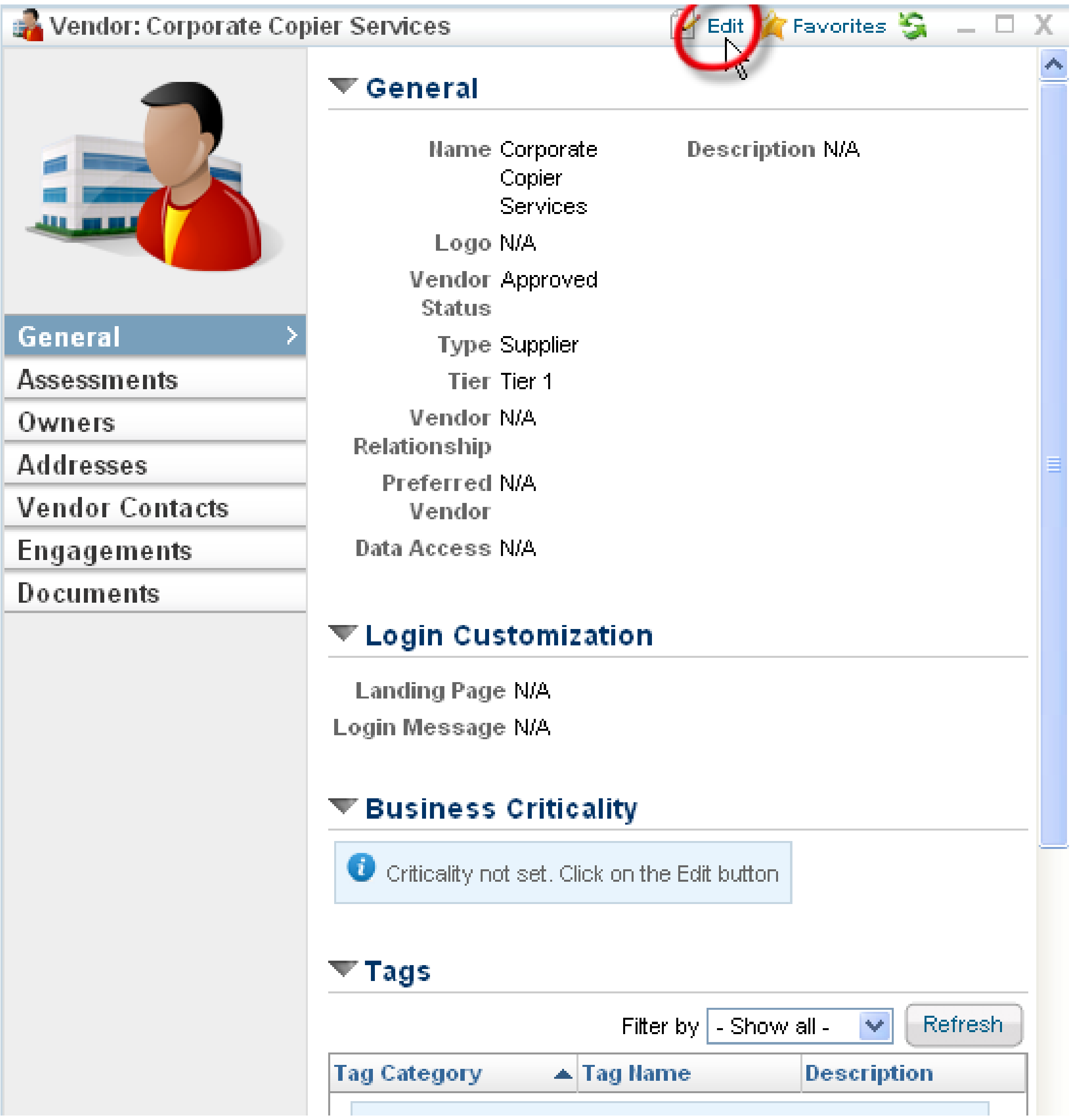
Configuring Vendor Accounts

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.



2. Click a tab (General, Assessments, etc.) to open the corresponding pane.

3. Click **Edit**.

4. Change the settings.

5. Click **Save**.