

## Import Relationships

You will need the **EntityRelationshipImportTemplate.xls** file to import relationships between entities and entity collections.

### To import relationships:

1. Open Vendor Risk Manager.
2. Open an entity or entity collection:
  - **Entity:** Go to **Entities > Entities** and select an entity to open.
  - **Entity Collection:** Go to **Entities > Entity Collections** and select an entity collection to open its details page.
3. Click the **Relationships** tab, then click **Import Relationship**.
4. Click **Browse**, select the `EntityRelationshipImportTemplate.xls` file, then click **Open**.
5. Click **OK**.