

Manage Vendors

You want to access, add, or remove business partners in your CertExpress vendor list. Here's how:

Click START in the Manage Vendors box on the dashboard, or click the VENDORS tab on the toolbar.

Avalara CertExpress	
DASHBOARD DOCUMENTS REQUEST	VENDORS
	Hello, John Do Your profile
•	Respond To Requests
	Ent rRequest Code START
3	Manage Vendors Add, edit and manage vendors to make
	sending documents easy.

All tracked vendors and ones you've added are listed on the next screen.

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IOARD DCCUME	INTS REQUESTS VENDORS AC	COUNT		
VENDO	RS			
Vendo	r Name	State		Q X
	NAME .	ADDRESS	ACTIONS	
Α	Alpha Beta Corporation		RESPOND	EDIT DELETE
	Bob's Computer Repair	1 Hardware Lane , Durham, North Carolina 27701	CREATE	EDIT DELETE
Α	East Coast Micro Devices		RESPOND	EDIT DELETE
	Electricians of the Carolinas	1101 Rapid Falls Drive , Cary, North Carolina 27701	CREATE	EDIT DELETE
Α	Zeta Distribution Corporation		RESPOND	EDIT DELETE
+				
Want to a	idd more than one vendor at a time?	Click here		

For any vendor who's requested a document, you'll see their logo to the left of their name and the address they configured before sending you a request. For vendors you've added manually, you won't see their logo, and you will see an address if you entered one when you added the vendor to your list. Use the buttons in the ACTIONS column to send documents, edit vendor information, or delete a vendor from your list.

Click the plus button to add a vendor to your list. Use the Click Here link at the bottom of the screen to upload multiple vendors at once. To bulk upload, you'll need to download the template, fill in your vendors' information, and upload the file to CertExpress.