

# Adding a Vendor

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Welcome, Kyle Kasbohm

Last Logged In: 08/01/2022

Recent Jobs

To add a Vendor, click the **Vendors** tab.

ID	Date	Status	Application	Items		User
5042161	08/01/2022	Processing Completed	Payables	2		System
5042160	08/01/2022	Processing Completed	Payables	6	\$0.21 TEST_intpay.0223202201010...	jfgkkasbohmtest
5042049	07/19/2022	Processing Completed	Payables	2	\$220,000.01 2ACH 2CHECK 2CARD 2WIRE ...	System
5042048	07/19/2022	Processing Completed	Payables	6	\$19,900.14 2ACH 2CHECK 2CARD 2WIRE ...	LC5628515
5041959	06/20/2022	Processing Completed	Payables	1	\$0.07 TEST_intpay.0223202201010...	System
5041958	06/20/2022	Processing Completed	Payables	1	\$0.05 TEST_intpay.0223202201010...	JFGkkasbohm
5041957	06/20/2022	Processing Completed	Payables	1	\$0.08 TEST_intpay.0223202201010...	System
5041956	06/20/2022	Processing Completed	Payables	5	\$0.16 TEST_intpay.0223202201010...	JFGkkasbohm
5041816	04/28/2022	Processing Completed	Payables	8	\$0.29 TEST_intpay.0328202201010...	DAVEAHNJFG
5041815	04/27/2022	Processing Completed	Payables	8	\$0.30 TEST_intpay.0328202201010...	DAVEAHNJFG

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Files On Hold

ID	Date	Status	Application	Items	Total Amount	File Name	User
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Vendor

Add Vendor

You will see a list of existing vendors. Click **Add Vendor** to add a new vendor.

ID	Name	Regcode	Last Pmt Date ^	Amount
123	Jessica Test	8282CK3M		
11111	Christy Test	W5474SRF		
CHECK 3	Moira Rose	86WSJ35P	04/28/2022 12:05:44 PM	\$0.03
CHECK 4	Dan Andriano	MWP8P1NQ	04/28/2022 12:05:44 PM	\$0.04
CHECK 5	David Rose	P5P81BYT	04/28/2022 12:05:44 PM	\$0.05
CHECK 6	Vada Sultenfuss	R1W1518X	04/28/2022 12:05:44 PM	\$0.06
CHECK 7	Max Bemis	2H42FNI6	04/28/2022 12:05:44 PM	\$0.07
CHECK 8	Pam Beasley	373XF1WF	04/28/2022 12:05:44 PM	\$0.01
WIRE 1	WIRE PAYEE1	V277FL5T	07/19/2022 11:06:22 AM	\$100,000.00
WIRE 2	WIRE PAYEE2	EL51MJ74	07/19/2022 11:06:22 AM	\$120,000.01

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### Add a Vendor

\* Regcode: Not Assigned

\* Vendor Name:

\* Vendor ID:

\* Pmt Method:  Check  ACH  vCard  Wire

\* Non US Address:

\* Address 1:

Address 2:

Address 3:

Address 4:

\* City:

\* State/Territory:

\* Zip Code:

\* Phone:

\* Email:

\* Send Email:

Fill in this page with the details of the vendor. Fields with a red asterisk (\*) are required.

Enter the email address of the vendor and activate the **Send Email** option to have an email generated to the vendor with instructions to register in the vendor portal.

Click **Save** when completed.

### Add a Vendor

\* Regcode: Not Assigned

\* Vendor Name:

\* Vendor ID:

\* Pmt Method:

\* Non US Address:

\* Address 1:

Address 2:

Address 3:

Address 4:

\* City:

\* State/Territory:

\* Zip Code:

\* Phone:

\* Email:

\* Send Email:

Save Cancel

Confirmation ×

Are you sure you want to save the data?

Confirm adding the vendor by clicking **Yes**.

You will be returned to the list of Vendors once it has been added.

# Thank You

## Additional Resources and Support

For additional resources, including “how-to” guides, please visit our online Client Resources page at <https://www.johnsonfinancialgroup.com/client-resources>

If further support is needed, please call our Treasury Management Support Center at 888.769.3796 or by email at [tmsupport@johnsonfinancialgroup.com](mailto:tmsupport@johnsonfinancialgroup.com).

[JohnsonFinancialGroup.com](https://www.johnsonfinancialgroup.com)

