



Corpay Complete Vendors Module User Guide

Version 1.1

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Version	Date	Description of Changes
1.0	09/23/2025	Initial Release
1.1	12/04/2025	Added 90-day lookback period for Vendor Payment Methods for Payment Automation Customers.

Table of Contents

Overview	1
Module Overview	1
Configuration and Roles Overview	1
Vendors Module and Vendor Portal Relationship	2
How They Work Together	2
Example	2
Access the Vendors Module.....	3
General Navigation Features	3
Toggle Filter	4
Filter Fields Displayed.....	4
Filter Fields Hidden	4
Actions Button	4
Columns Button.....	5
Pagination	5
Items per page	6
Vendors Tab	6
Action Area.....	7
Vendors Grid – Part 1	8
Vendors Grid – Part 2.....	9
Search for a Vendor	10
Send a Complete Profile Reminder	12
Add or Create a Vendor.....	13
Edit a Vendor.....	27
Vendor Details Page	29
Action Area.....	29
General Info Tab	30
General Info Tab – Part 1.....	30
General Info Tab – Part 2.....	31
Addresses	33
Payment Methods	34
Vendor Contacts.....	35
Add a Vendor Contact.....	36
Internal Contacts	37
Link an Internal Contact to a Vendor	38

Accounts	39
Add or Edit Vendor Accounts	40
Profile Completeness	42
Documents Requested	42
View or Upload a Document.....	42
Vendor Balance Detail.....	47
Approval Workflow.....	48
Restart an Approval Workflow.....	51
Add an Approver to an Approval Workflow.....	52
Invoices Tab.....	55
Payments Tab.....	56
Credit Memos Tab.....	57
Purchase Orders	58
Corporate Cards.....	60
Purchases	60
Accruals	61
Campaigns	62
Documents	63
Upload Documents to a Vendor	64
Data Audit Log.....	66
Vendor Creation Example	67
Vendor Approval Example	67
Vendor Properties Example	68
Attached Document Example.....	68
Activities	69
Mark a Vendor as Paid Externally.....	69
Contacts Tab	73
Access the Contacts Tab.....	73
Action Area.....	74
Contacts Grid – Part 1	75
Contacts Grid – Part 2.....	76
Send a Vendor Portal Welcome Email.....	77
Add a New Contact.....	78
Add an Existing Contact to a Vendor	80
Deactivate a Vendor Contact.....	82

Import Contacts in Bulk	84
Vendor Tracker Tab	88
Access the Vendor Tracker Tab	89
Vendor Portal Stats	89
Action Area.....	90
Vendor Tracker Grid	91
Send a Complete Profile Reminder Email.....	93
File Uploads Tab.....	95
Access the File Uploads Tab	95
File Uploads Grid.....	96
Import Multiple Vendors Using the File Uploads Tab	97
Reports Module for Vendors	102
Access the Reports Module.....	103
Reports Tab.....	103
Existing Reports Tab.....	104
Create a One-Time Report	105
Recurring Reports Tab.....	109
Schedule a Recurring Report	110
Available Reports for the Vendors Module.....	114
Administration Module for Vendors	114
Roles and Permissions	114
Roles and Permissions Overview.....	114
Staff Roles	115
Vendor Role.....	115
Administrator Roles.....	115
Add Requested Documents for the Vendor Portal	115

Overview

Corpay Complete is a comprehensive spend management platform that integrates multiple financial processes into a single, easy-to-use system. It offers customization options and seamless integrations with Enterprise Resource Planning (ERP) systems.

The **Vendors** module in Corpay Complete is designed to streamline Vendor relationship management, offering both operational efficiency and enhanced data accuracy. It serves as a centralized hub for managing all Vendor-related activities, including granting Vendor access to the Corpay Complete **Vendor Portal**.

Customers can also use the **Vendors** module to access all Vendor details, including contact and payment information. They can send messages to Vendors that will display in the **Vendor Portal**, creating a centralized place with an audit trail for Vendor communication. Additionally, Customers can send required documentation requests to Vendors, which will appear in the **Vendor Portal**.

Module Overview

The **Corpay Complete Vendors Module User Guide** offers detailed instructions for effectively using the **Vendors** module. It outlines procedures for adding and editing Vendors and contacts, managing Vendor documentation for the Vendor Portal, tracking Vendor data, and configuring approval workflows. Additionally, the guide details the process for importing Vendors in bulk and creating Vendor reports. Finally, this guide includes an overview of roles and permissions associated with Vendor data management.

Configuration and Roles Overview

The visibility of fields, tabs, and information in Corpay Complete is determined by a Company's configuration and the roles assigned to users.

As a result, certain pages, information, and features may not be accessible, or the information may be available in a view-only format. These permissions, access levels, and configuration settings should be considered when reviewing this user guide. Refer to the **Roles and Permissions** section for more information about Vendor roles and permissions.

Vendors Module and Vendor Portal Relationship

The **Vendors** module in Corpay Complete is the internal tool Customers use to manage Vendor relationships. It connects directly to the **Vendor Portal**, which is the external interface Vendors use to interact with Customers.

How They Work Together

- **Customers control access** – Customers decide which Vendors can use the **Vendor Portal**. Once invited, a **Vendor Admin User** is created for the Vendor.
- **Vendor Admins manage their team** – Vendor Admins can add or remove staff users, assign roles, and update contact or payment details.
- **Shared visibility** – When a Vendor logs in, they can see all Customers linked to their Company's **Master Vendor ID**.
- **Invoice and payment tracking** – Vendors can submit invoices and track payment statuses through the **Vendor Portal**. Customers can view and respond to Vendor requests using the **Vendors** module.
- **User management** – Customers can help Vendors troubleshoot access issues, resend invites, or escalate cases if needed.

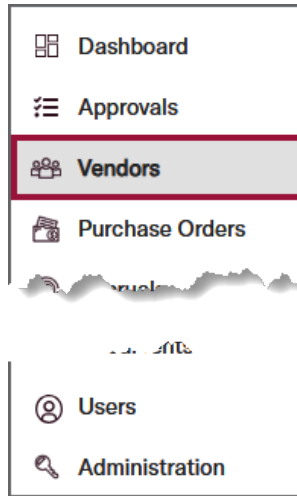
Example

If you add a Vendor contact (e.g., Arthur from Sample Company, LLC), you will link them to Sample Company, LLC's **Master Vendor ID**. Arthur can then see your Company and any others tied to Sample Company, LLC in the **Vendor Portal**. You can manage Arthur's access and permissions through the **Vendors** module.

Access the Vendors Module

This section describes how to access the **Vendors** module.

1. Click the **Vendors** module in the left-side navigation pane.



2. The **Vendors** module will display.


A screenshot of the 'Vendors' module interface. At the top, there are tabs for 'Vendors', 'Contacts', 'Vendor Tracker', and 'File Uploads'. Below the tabs are buttons for 'Bulk Action', 'Quick Filters', and '+ Add'. The main area contains a table with the following columns: Vendor ID, Name, Company Email, Total Payment Paid, Open PO Balance, Accrual Balance, Invoice Balance, Status, Vendor Type, Master Admin Email, Source Document, and Actions. The table contains four rows of data. At the bottom, there is a pagination control showing '1 / 1' and '25' items per page, and a status '1 to 4 from 4'.

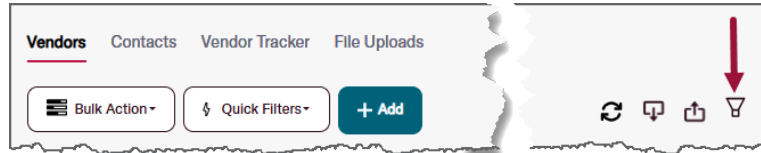
Vendor ID	Name	Company Email	Total Payment Paid	Open PO Balance	Accrual Balance	Invoice Balance	Status	Vendor Type	Master Admin Email	Source Document	Actions
139860	Corpay payment method		\$0	\$0	\$0	\$0	ACTIVE	COMPANY			
139840	Corpay Sample Vendor	corpay.sampleVendor@...	\$0	\$0	\$0	\$104.33	ACTIVE	COMPANY			
31490	Corpay Test2		\$200	\$0	\$0	\$10,084	ACTIVE	COMPANY			
299581	Corpay Test		\$330	\$0	\$0	\$2,469	ACTIVE	COMPANY			

General Navigation Features

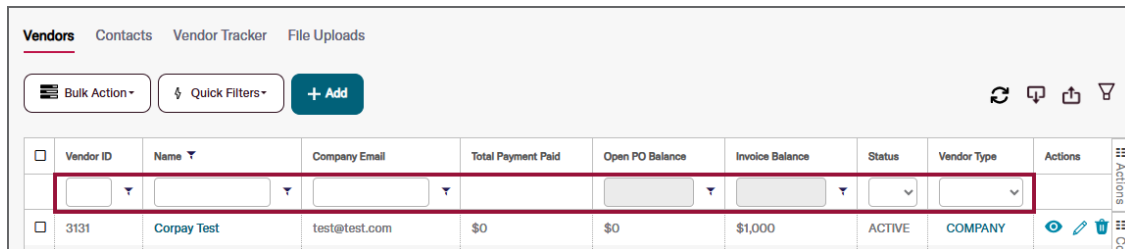
The **Vendors** module includes several navigation features that can be used across multiple pages. The following example shows these navigation features on the **Vendors** tab, but the functionality is across multiple tabs and grids.

Toggle Filter


The **Toggle Filter**  icon, found on most tabs in the **Vendors** module, **shows or hides filter fields** in a grid. These fields help users search for Vendors and contacts, and all text fields accept partial values.



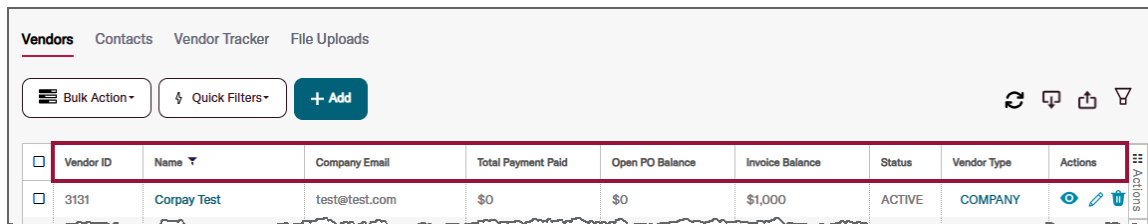
Filter Fields Displayed




A screenshot of the Vendors grid with filter fields displayed. The grid has columns for Vendor ID, Name, Company Email, Total Payment Paid, Open PO Balance, Invoice Balance, Status, Vendor Type, and Actions. The first row is highlighted with a red border, showing the filter fields for each column.

Vendor ID	Name	Company Email	Total Payment Paid	Open PO Balance	Invoice Balance	Status	Vendor Type	Actions
3131	Corpay Test	test@test.com	\$0	\$0	\$1,000	ACTIVE	COMPANY	

Filter Fields Hidden

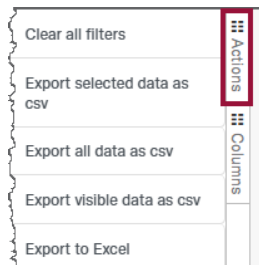


A screenshot of the Vendors grid with filter fields hidden. The grid has columns for Vendor ID, Name, Company Email, Total Payment Paid, Open PO Balance, Invoice Balance, Status, Vendor Type, and Actions. The first row is highlighted with a red border, showing the data for each column.

Vendor ID	Name	Company Email	Total Payment Paid	Open PO Balance	Invoice Balance	Status	Vendor Type	Actions
3131	Corpay Test	test@test.com	\$0	\$0	\$1,000	ACTIVE	COMPANY	

Actions Button

The **Actions** button is found on the right-hand side of the **Vendors**, **Vendor Tracker**, **File Uploads**, **Existing Reports**, and **Recurring Reports** grids. Click the **Actions** button to display the **Actions** flyout, then select an option from the list:

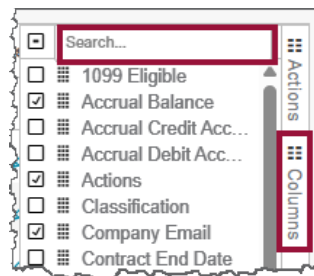


- **Clear all filters** – Click the **Clear all filters** option to **remove all filters** from the grid.
 - **Export selected data as csv** – This option **exports selected data** in the grid to a downloadable CSV file.
 - **Export all data as csv** – This option **exports all data** in the grid to a downloadable CSV file. The CSV file will include both visible and hidden columns.
 - **Export visible data as csv** – This option **exports visible data** in the grid to a downloadable CSV file. Hidden columns will not be included in the CSV file.
- Note:** Ensure the grid's **pagination** is set to display all items. For example, if there are 60 items in the grid but only 50 shown per page, adjust the pagination accordingly.
- **Export to Excel** – This option **exports all data** in the grid to a downloadable Excel file.

Columns Button

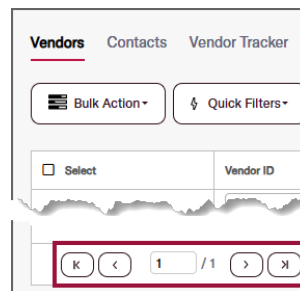
The **Columns** button is found on the right-hand side of the [Vendors](#), [Vendor Tracker](#), [File Uploads](#), [Existing Reports](#), and [Recurring Reports](#) grids.

Click the **Columns** button to open the **Columns** flyout, where users can **add or remove columns** from the grid. Available options in the **Columns** button will vary depending on the grid where it is located. **Checked** columns are included, while **unchecked** ones are not. Use the **Search** field to search for a specific column to add or remove.





Pagination

The **pagination controls** in each grid help users manage and view large sets of data. The following example shows **pagination controls** in the **Vendors** grid.





Note: Pagination control icons may vary depending on the grid where they are viewed.

- **Page to first** – Click the **Page to first**  button to move to the **first page** in the grid.
- **Page back** – Click the **Page back**  button to **move back a page**.
- **Page number** – This field displays the **current page number**. If the grid has multiple pages, enter a page number to move through the grid.

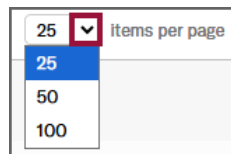


A rectangular input field containing the text '25 / 255'. The '25' is inside a smaller rounded rectangular box, and the text is centered within the main field.

- **Page forward** – Click the **Page forward**  button to move to the **next page** in the grid.
- **Page to last** – Click the **Page to last**  button to move to the **last page** in the grid.

Items per page

Use the **items per page** drop-down to control how many items display in each grid.



A drop-down menu with the text '25' in a red box and a downward arrow, followed by the text 'Items per page'. The menu is open, showing a list of options: '25' (highlighted in blue), '50', and '100'.

Vendors Tab

The **Vendors** tab displays all Vendors associated with a Company and allows users to carry out the following actions:

- View all Vendors
- Add new Vendors
- Remind Vendors to complete their Vendor profile in the **Vendor Portal**
- Edit Vendor information
- Download Vendor data in a CSV or Excel format





Note: Users must have one of the following roles to add or edit Vendors:

- admin_vendor
- vendor_no_delete
- universal_admin
- application_admin

Action Area

The top of the **Vendors** tab contains the following action icons:



- Bulk Action** – Click the **Bulk Action** drop-down to **send a Complete Profile Reminder** email to a Vendor.
- Quick Filters** – Click the **Quick Filters** drop-down to **clear all filters** from the **Vendors** grid or **reset the Vendors** grid to its default state.
- +Add** – Click the **+ Add** button to **open the Add Vendor** dialog, where users can **search for or create** a new Vendor.
- Refresh List Cache** – Click the **Refresh List Cache**  icon to **refresh all data** in the **Vendors** grid.
- Export Vendors** – Click the **Export Vendors**  icon to **create a Vendor Listing** report, which can be accessed from the **Reports** module.
- Import Vendors** – Click the **Import Vendors**  icon to **open the Bulk Operations** tab in the **Administration** module, where users can import Vendors in bulk.
- Toggle Filter** – Click the **Toggle Filter**  icon to **show or hide** the **filter fields** in the **Vendors** grid.

Vendors Grid – Part 1

This section describes the columns and actions in the first part of the **Vendors** grid.

Note: Visible columns depend on selections made using the **Columns** button.

The screenshot shows the 'Vendors' grid interface. At the top, there are tabs for 'Vendors', 'Contacts', 'Vendor Tracker', and 'File Uploads'. Below the tabs are buttons for 'Bulk Action', 'Quick Filters', and '+ Add'. The grid has columns for Vendor ID, Name, Company Email, Total Payment Paid, Open PO Balance, and Accrual Balance. The data rows show vendors like 'Corpay payment method', 'Corpay Sample Vendor', 'Corpay Test2', and 'Corpay Test'. At the bottom, there are pagination controls showing '1 / 1' and '25 Items per page'.

Vendor ID	Name	Company Email	Total Payment Paid	Open PO Balance	Accrual Balance
139860	Corpay payment method		\$0	\$0	\$0
139840	Corpay Sample Vendor	corpay.sampleVendor@...	\$0	\$0	\$0
31490	Corpay Test2	testcontact@accrualify...	\$200	\$0	\$0
299581	Corpay Test		\$330	\$0	\$0

- A. **Vendor ID** – This column contains the **identification number** for the Vendor.
- B. **Name** – This column contains the **Vendor's name**. Click the **Name** link to open the **Vendor Details** page.
- C. **Company Email** – This column contains the **Company email address** for the Vendor.
- D. **Total Payment Paid** – This column contains the **total amount** that has been **paid to the Vendor**.
- E. **Open PO Balance** – This column contains the **balance** of all **open purchase orders**.
- F. **Accrual Balance** – This column contains the **balance of all accruals**.
- G. **Pagination** – Use the **pagination controls** to manage data in the **Vendors** grid.
- H. **Items per page** – Use the **items per page** drop-down to control **how many Vendors display** in the **Vendors** grid.

Vendors Grid – Part 2

This section describes the columns and actions in the second part of the **Vendors** grid.

I	J	K	L	M	N	
Invoice Balance	Status	Vendor Type	Master Admin Email	Source Document	Actions	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		O
\$0	ACTIVE	COMPANY				P
\$104.33	ACTIVE	COMPANY				
\$10,084	ACTIVE	COMPANY				
\$2,469	ACTIVE	COMPANY				
1 to 4 from 4						

I. **Invoice Balance** – This column contains the **balance of all invoices** for the Vendor.

J. **Status** – This column contains the Vendor’s **status**:

- **Active** – The Vendor has been **set up in Corpay Complete** and **is enabled to take payments**.
- **Inactive** – The Vendor has been **deactivated** and **can no longer accept payments** via Corpay Complete.
- **New** – The Vendor has been **newly added** but not yet **approved or activated**.
- **Pending** – The Vendor is **pending approval**.
- **Rejected** – The Vendor was **rejected** by approvers.

K. **Vendor Type** – This column displays the **type** of Vendor:

- **Company** – This is a Vendor record originating from a Customer’s ERP or onboarding file. These Vendors are added to Corpay Complete for payment processing and **Vendor Portal** access if applicable. Once invited, a **Vendor Admin User** is created to manage the Vendor’s profile and documentation.
- **Employee** – These are internal users who submit expense reports or receive reimbursements through Corpay’s **Payments** module. While not a Vendor in the traditional sense, employees are treated as payees within the **Expenses** module.




- **Internal** – This is a Vendor record used for internal operations, testing, or training purposes. These are not formal Vendor types in the system but may be used by Company or Corpay staff to validate workflows or simulate Vendor interactions.

L. **Master Admin Email** – This column contains the **email address** for the **Vendor Admin User**.

M. **Source Document** – This column shows the **file ID** used to upload Vendors using **Bulk Operations 2.0**.

Note: Refer to the [Import Multiple Vendors Using the File Uploads Tab](#) section for information on how to import Vendors in bulk.

N. **Actions (column)** – This column contains the following action icons:

- **View** – Click the **View**  icon to **open the [Vendor Details](#)** page.
- **Edit** – Click the **Edit**  icon to **open the [Edit Vendor](#)** dialog.
- **Delete** – The **Delete**  icon is used to **delete the Vendor**, but this button should not be used.


IMPORTANT
Deleting Vendors can lead to issues with related information , including payments or invoices.

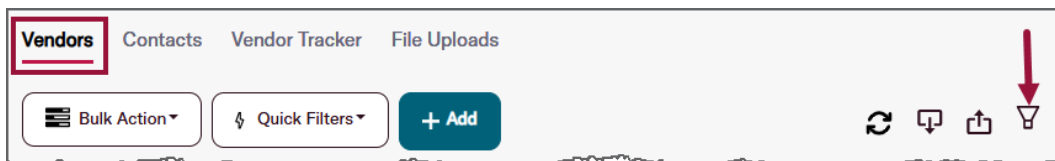
O. **Actions (button)** – Click the [Actions](#) button to display the **Actions** flyout.

P. **Columns (button)** – Click the [Columns](#) button to open the **Columns** flyout

Search for a Vendor

This section describes how to search for a Vendor.

1. On the **Vendors** tab in the **Vendors** module, ensure the **Toggle Filter**  icon is selected to display the **filter fields**.



- To search for a Vendor by **name**, key in the **Vendor's name** in the **Name filter field**.

Note: Partial values are accepted in all text fields.

The screenshot shows the 'Vendors' tab in a software application. At the top, there are navigation tabs: 'Vendors' (selected), 'Contacts', 'Vendor Tracker', and 'File Uploads'. Below the tabs are three buttons: 'Bulk Action' (with a list icon), 'Quick Filters' (with a magnifying glass icon), and '+ Add'. To the right of these buttons are four icons: a refresh icon, a copy icon, a share icon, and a filter icon. The main area is a table with the following columns: 'Select', 'Vendor ID', 'Name', 'Vendor Type', and 'Actions'. The 'Name' filter field is highlighted with a red box and contains the text 'Corpay Sample Vendor'. The table data is as follows:

Select	Vendor ID	Name	Vendor Type	Actions
<input type="checkbox"/>		Corpay Sample Vendor		
<input type="checkbox"/>	139840	Corpay Sample Vendor	COMPANY	

- To search for a Vendor by **Vendor ID**, key in the **Vendor ID** in the **filter field**.

The screenshot shows the 'Vendors' tab in a software application. At the top, there are navigation tabs: 'Vendors' (selected), 'Contacts', 'Vendor Tracker', and 'File Uploads'. Below the tabs are three buttons: 'Bulk Action' (with a list icon), 'Quick Filters' (with a magnifying glass icon), and '+ Add'. To the right of these buttons are four icons: a refresh icon, a copy icon, a share icon, and a filter icon. The main area is a table with the following columns: 'Select', 'Vendor ID', 'Name', 'Actions', and 'Columns'. The 'Vendor ID' filter field is highlighted with a red box and contains the text '139'. The table data is as follows:

Select	Vendor ID	Name	Actions	Columns
<input type="checkbox"/>	139	Corpay		
<input type="checkbox"/>	139860	Corpay payment method		
<input type="checkbox"/>	139840	Corpay Sample Vendor		

- To search for a Vendor by **Status**, click the **Status** drop-down and select a **Status**.

The screenshot shows the 'Vendors' tab in a software application. At the top, there are navigation tabs: 'Vendors' (selected), 'Contacts', 'Vendor Tracker', and 'File Uploads'. Below the tabs are three buttons: 'Bulk Action' (with a list icon), 'Quick Filters' (with a magnifying glass icon), and '+ Add'. To the right of these buttons are four icons: a refresh icon, a copy icon, a share icon, and a filter icon. The main area is a table with the following columns: 'Select', 'Vendor ID', 'Name', 'Company Email', 'Total Payment Paid', 'Status', 'Actions', and 'Columns'. The 'Status' filter field is highlighted with a red box and contains the text 'ACTIVE'. The table data is as follows:

Select	Vendor ID	Name	Company Email	Total Payment Paid	Status	Actions	Columns
<input type="checkbox"/>	139	Corpay			ACTIVE		
<input type="checkbox"/>	139860	Corpay payment method		\$0	ACTIVE		
<input type="checkbox"/>	139840	Corpay Sample Vendor	corpay.sampleVendor@...	\$0	ACTIVE		

- Repeat this process using the desired **filter fields** as needed. Users can utilize multiple **filter fields** to locate the desired Vendor.

Select	Vendor ID	Name	Company Email	Total Payment Paid	Status	Vendor Type	Master Admin Email	Source Document	Actions
<input type="checkbox"/>	139	Corpay Sample			ACTIVE	COMPANY			
<input type="checkbox"/>	139840	Corpay Sample Vendor	corpay.sampleVendor@...	\$0	ACTIVE	COMPANY			

Send a Complete Profile Reminder

This section explains how to email a Vendor a reminder to finish their profile in the **Vendor Portal**.

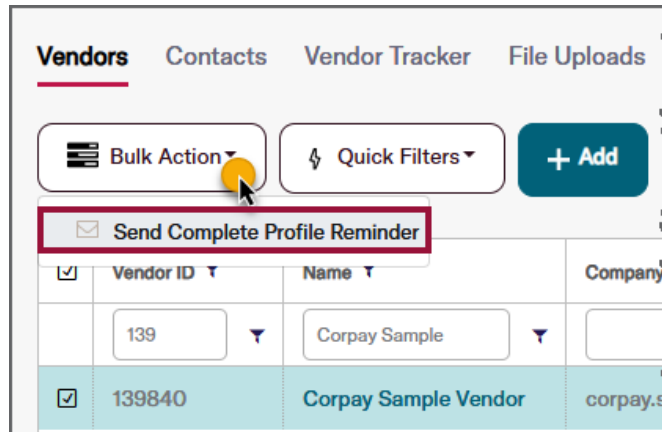
- On the **Vendors** tab in the **Vendors** module, search for the desired Vendor using the **filter fields**. Users can search by fields like **Vendor ID**, **Name**, **Company Email**, and **Status**. Partial values are accepted in all text fields.

Select	Vendor ID	Name	Company Email	Status	Actions
<input type="checkbox"/>	139	Corpay Sample		PENDING	
<input type="checkbox"/>	139840	Corpay Sample Vendor	corpay.sampleVendor@...	PENDING	

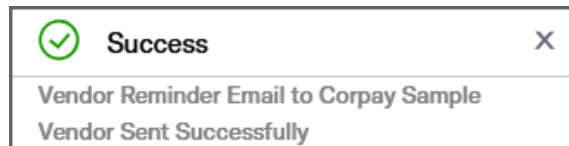
- Click the **checkbox** next to the Vendor's name or the **Select All** checkbox to select all matching Vendors.

Select	Vendor ID	Name	Company Email	Status	Actions
<input type="checkbox"/>	139	Corpay Sample		PENDING	
<input type="checkbox"/>	139840	Corpay Sample Vendor	corpay.sampleVendor@...	PENDING	

3. Click the **Bulk Action** drop-down and select **Send Complete Profile Reminder**.



4. The **Success** dialog will display, and an email will be sent to the Vendor reminding them to complete their profile on the **Vendor Portal**.

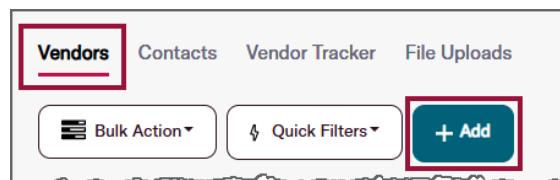


Add or Create a Vendor

This section explains the process for adding a Vendor from the Corpay Complete Vendor database. If a Vendor is not available in the database, users can create a new Vendor by entering all required information manually.

Note: Users must have an **admin_vendor**, **universal_admin**, **application_admin**, or **vendor_no_delete** user role to add a new Vendor.

1. On the **Vendors** tab in the **Vendors** module, click the **+ Add** button.



2. Complete the following steps in the **Add Vendor** dialog:

Add Vendor ×

Search Vendor
Search for your vendor in our database.

Vendor Name **A**

Vendor Type **C**

EIN/Tax ID/VAT ID **B**

Email **D**

Can't find your vendor? Click 'Create New Vendor'

[Create New Vendor](#)

- A. **Vendor Name** – Key in the Vendor’s **name** in the **Vendor Name** field to search by **Vendor Name**. Partial values are accepted in this field.
- B. **Vendor Type** – Click this drop-down to **locate** a Vendor by **Vendor Type**: **Company**, **Employee**, or **Internal**.
- C. **EIN/Tax ID/VAT ID** – Key in an **Employee Identification Number (EIN)**, **Tax Identification Number (Tax ID)**, or **Value-Added Tax Identification Number (VAT ID)** to find a Vendor by this value.
- D. **Email** – Key in the Vendor’s **Email** to find a Vendor using their **email address**.

3. Choose one of the following options:

- If the Vendor exists in the Corpay Complete database, it will display in the search results. Click the **Select** button next to the desired Vendor in the search results.

The screenshot shows the 'Add Vendor' interface. At the top, there's a search bar with 'Sample' entered. Below the search bar, there are fields for 'Vendor Name' (containing 'Sample'), 'Vendor Type' (set to 'COMPANY'), 'EIN/Tax ID/VAT ID', and 'Email'. Below these fields, a search result is displayed for 'Sample, Inc.' with a 'Master Id' field and a 'Purchaser Count' of '1'. A red arrow points to the 'Select' button next to this result. Below the search results, there is a message: 'You've viewed 5 of 30 profiles' with a 'Show More' link. At the bottom right, there is a link: 'Can't find your vendor? Click "Create New Vendor"' and a 'Create New Vendor' button.

- If a match is not found in the Corpay Complete database, click the **Create New Vendor** button.

The screenshot shows the 'Add Vendor' interface with the search results area empty. The search bar is empty. Below the search bar, there are fields for 'Vendor Name', 'Vendor Type' (set to 'COMPANY'), 'EIN/Tax ID/VAT ID', and 'Email'. Below these fields, a message says 'No vendors found'. At the bottom right, there is a link: 'Can't find your vendor? Click "Create New Vendor"' and a 'Create New Vendor' button. A red arrow points to the 'Create New Vendor' button.

4. The **Create New Vendor** dialog will display.

IMPORTANT

Depending on Company configuration, different or additional fields may display in the **Create New Vendor** dialog.

Create New Vendor

Vendor Details

Vendor Name* ABC Sample Vendor

Legal Name

Address 1

Country usUnited States State Select... City Zip Code

Cancel Next

5. Complete the following steps on the **Vendor Details** page of the **Create New Vendor** dialog:

Create New Vendor

Vendor Details

Vendor Name* **A** ABC Sample Vendor

Legal Name **B**

Vendor ID* **C** 149691

Master ID **D**

Vendor Type* **E** COMPANY

Status* **F** NEW

Phone **G**

Email **H**

A. **Vendor Name** – Confirm or key in the Vendor’s **name**. This field is **required**.

B. **Legal Name** – Confirm or key in the Vendor’s **legal name**.

- C. **Vendor ID** – Confirm or key in a **Vendor ID**. This value is automatically generated but users can key in a new one. This field is **required**.
- D. **Master ID** – Confirm or key in the Vendor’s **Master ID**.
- The system generates a **Master ID** if it links a new Vendor to an existing one by matching three data points.
- E. **Vendor Type** – Click the **Vendor Type** drop-down and choose the **type of Vendor**.
- F. **Status** – Click the **Status** drop-down and choose a Vendor **status**. This field is **required**.
- G. **Phone** – Confirm or key in the Vendor’s **telephone number**.
- H. **Email** – Confirm or key in the Vendor’s **email address**.

The screenshot shows a form for entering vendor address information. The fields are as follows:

- Website (start with http:// or https://)**: An empty text input field.
- Address Type**: A dropdown menu with "Billing" selected.
- Attention**: An empty text input field.
- Address Label**: An empty text input field.
- Address 1**: A text input field containing "P.O. Box 141213".
- Country**: A dropdown menu with "usUnited States" selected.
- State**: A dropdown menu with "Oregon" selected.
- City**: A text input field containing "Portland".
- Zip Code**: A text input field containing "97333".

At the bottom right, there are two buttons: "Cancel" and "Next".

- I. **Website** – Confirm or key in the Vendor’s **website**. Ensure the website begins with **http** or **https**.
- J. **Address Type** – Click the **Address Type** drop-down and select an **address type**:
- **Billing**
 - **Shipping**
 - **Mailing**
- K. **Attention** – Confirm or key in the **attention line** for the address.
- L. **Address Label** – Confirm or key in the **address label** for the address.

- M. **Address 1** – Confirm or key in the **street address** or **post office box number**.
- N. **Country** – Click the **Country** drop-down and select a **country** for the address.
- O. **State** – Click the **State** drop-down and select a **state** or **province** for the address.
- P. **City** – Confirm or key in the **city** for the address.
- Q. **Zip Code** – Confirm or key in the **zip code** or **postal code**.
- R. Click the **Next** button.

6. Complete the following steps on the **Additional Details** page:

The screenshot shows the 'Create New Vendor' interface. On the left is a vertical navigation menu with steps: Vendor Details (checked), Additional Details (highlighted with a red box), Add Vendor Contact, Add Payment Method, Documents Requested, and Final Review. The main content area is titled 'Additional Details' and contains six input fields arranged in two columns. Each field is labeled with a red letter in a circle: A (Purchaser Account), B (External ID), C (Primary Subsidiary), D (Additional Subsidiary), E (Requestor/Account Manager), and F (Receiver). Fields A, B, and E are text inputs. Fields C and D are dropdown menus. Fields E and F are searchable dropdown menus.

- A. **Purchaser Account** – Confirm or key in the **purchaser account** for the Vendor.
- B. **External ID** – Key in the **external ID** for the Vendor.
- C. **Primary Subsidiary** – Click the **Primary Subsidiary** drop-down and select a **primary subsidiary**. This field is **required**.
- D. **Additional Subsidiary** – Click the **Additional Subsidiary** drop-down and select an **additional subsidiary**.
- E. **Requestor/Account Manager** – Click the **Requestor/Account Manager** drop-down and select a **requestor** or **account manager** for the Vendor. Users can start typing to filter the search results.
- F. **Receiver** – Click the **Receiver** drop-down and select a Vendor **receiver**. Users can start typing to filter the search results.

The screenshot shows a form with the following fields and labels:

- G. Currency Codes**: A multi-select dropdown menu showing 'GBP' with an 'x' icon and a dropdown arrow.
- H. Default Currency Code**: A single-select dropdown menu showing 'GBP' with an 'x' icon and a dropdown arrow.
- I. Contract End Date**: A date input field with the placeholder 'mm/dd/yyyy'.
- J. Payment Term**: A single-select dropdown menu with the placeholder 'Select...'.
- K. EIN/Tax ID/VAT ID**: An empty text input field.
- L. 1099 Vendor Name**: An empty text input field.
- M. 1099 Form Type**: A search/select dropdown menu with the placeholder 'search/select'.
- N. 1099 Default Box**: A search/select dropdown menu with the placeholder 'search/select'.

At the bottom of the form, there are three buttons: 'Back', 'Cancel', and 'Next' (highlighted in blue). A red circle with the letter 'O' is positioned above the 'Next' button.

- G. **Currency Codes** – Click the **Currency Codes** drop-down and then select a **currency code**. Repeat this process for each currency code to be used with the Vendor.
- H. **Default Currency Code** – Click the **Default Currency Code** drop-down and select the Vendor's **default currency code**.
- I. **Contract End Date** – Click the **Contract End Date** field, then use the **date picker** to select a **contract end date** if applicable.
- J. **Payment Term** – Click the **Payment Term** drop-down and then select the Vendor's **default payment term**.
- K. **EIN/Tax ID/VAT ID** – Confirm or key in the **EIN, Tax ID, or VAT ID**.
- L. **1099 Vendor Name** – Confirm or key in the **1099 Vendor name**.
- M. **1099 Form Type** – Click the **1099 Form Type** drop-down and select the type of **1099 form** for the Vendor.
- N. **1099 Default Box** – Click the **1099 Default Box** drop-down and select the specific type of **income or payment category**.
- O. Click the **Next** button.

7. Complete the following steps on the **Add Vendor Contact** page:

The screenshot shows a 'Create New Vendor' dialog box with a sidebar on the left containing a progress indicator with six steps: Vendor Details, Additional Details, Add Vendor Contact (highlighted with a red box), Add Payment Method, Documents Requested, and Final Review. The main content area is titled 'Add Vendor Contact' and includes a sub-header 'Contact' and a note: 'These contacts will be invited to our Vendor Portal to provide required documents, submit invoices, and more. Learn more about Vendor Portal'. Below this are five input fields: 'First Name' (containing 'Arthur'), 'Last Name' (containing 'Contact'), 'Phone' (empty), 'Email' (containing 'arthur@sampleEmail.net'), and a 'Next' button. Red circles with letters A through E are placed over the labels and the Next button respectively.

A. **First Name** – Key in the **first name** of the Vendor contact. This field is **required**.

B. **Last Name** – Key in the **last name** of the Vendor contact. This field is **required**.

C. **Phone** – Key in the Vendor contact's **telephone number**.

D. **Email** – Key in the Vendor contact's **email address**. This field is **required**.

E. Click the **Next** button.

8. Complete the following steps on the **Add Payment Method** dialog:

The screenshot shows the 'Create New Vendor' dialog box with the sidebar progress indicator. The 'Add Payment Method' step is highlighted with a red box. The main content area is titled 'Add Payment Method' and includes a sub-header 'Add Payment Method' and a note: 'These contacts will be invited to our Vendor Portal to provide required documents, submit invoices, and more.' Below this are six input fields: 'Payment Type' (dropdown menu showing 'ACH - Bank Account (USA)'), 'Status' (dropdown menu showing 'ACTIVE'), 'Account Type' (dropdown menu showing 'Checking'), 'Account Holder Name' (text input containing 'Sample Account Holder Name'), 'Account Nick Name' (text input), and 'Delivery Method' (dropdown menu showing '-- Select --'). Red circles with letters A through F are placed over the labels and the Delivery Method dropdown respectively.

A. **Payment Type** – Click the **Payment Type** drop-down and select a **payment type**.

B. **Status** – Click the **Status** drop-down and select a **status: Active** or **Inactive**.

- C. **Account Type** – Click the **Account Type** drop-down and select an **account type**.
- D. **Account Holder Name** – Key in the **name of the account holder** for the account.
- E. **Account Nick Name** – Key in an optional **internal name** for the account.
- F. **Delivery Method** – Click the **Delivery Method** drop-down and select a **delivery method** for the account.

The screenshot shows a form for entering banking information. The fields and their corresponding callout letters are:

- G**: Bank Routing # (text input)
- H**: Bank Name (text input, containing "Sample Bank")
- I**: Account Number (text input)
- J**: Confirm Account Number # (text input)
- K**: Bank Address Line (text input, containing "P.O. Box 123456")
- L**: State (drop-down menu, showing "Oregon")
- M**: City (text input, containing "Portland")
- N**: Zip code/Postal Code (text input, containing "97333")

At the bottom of the form are three buttons: "Back", "Cancel", and "Skip" (light blue), and a "Next" button (dark blue). Callout letters O and P point to the "Skip" and "Next" buttons respectively.

- G. **Bank Routing #** – Key in the **bank routing number** for the Vendor.
- H. **Bank Name** – Key in the **name of the Vendor’s bank**.
- I. **Account Number** – Key in the Vendor’s **account number**.
- J. **Confirm Account Number** – Key in the **Vendor’s account number** to confirm.
- K. **Bank Address Line** – Key in the **address** for the **Vendor’s bank**.
- L. **State** – Click the **State** drop-down and select the **state** associated with the **Vendor’s bank**.
- M. **City** – Key in the **city** for the **Vendor’s bank**.
- N. **Zip code/Postal Code** – Key in the **zip code** or **postal code** for the **Vendor’s bank**.
- O. **Skip** – Click the **Skip** button to **move to the next page without entering the Vendor’s banking information**.
- P. **Next** – Click the **Next** button to **move to the next page after entering the Vendor’s banking information**.

9. On the **Documents Requested** page, users can choose to upload required documents on behalf of their Vendor. Vendors can also upload documents in the **Vendor Portal**. The following steps will explain how to upload documents on behalf of a Vendor.

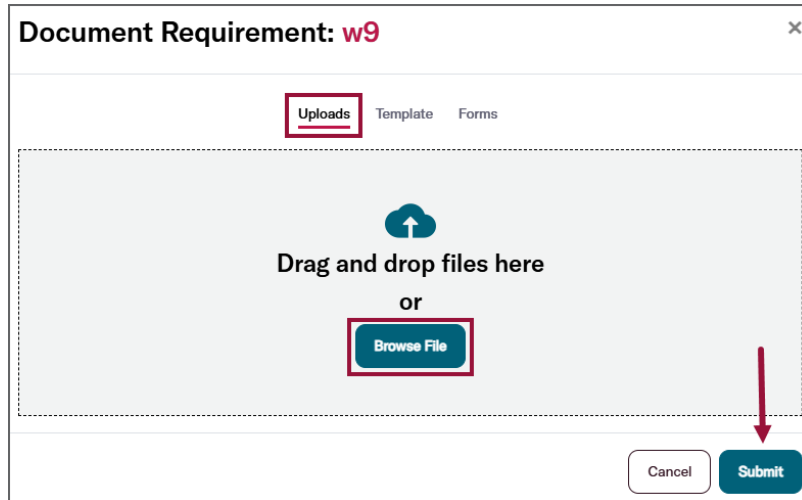
The screenshot shows a web interface titled "Create New Vendor" with a close button (X) in the top right corner. On the left is a vertical navigation menu with six steps: "Vendor Details", "Additional Details", "Add Vendor Contact", "Add Payment Method", "Documents Requested" (highlighted with a red box), and "Final Review". The main content area is titled "Documents Requested" and includes a document icon and the text "Optional: Upload available documents on behalf of your vendor or they can upload in the Vendor Portal." Below this is a large container with two columns: "Requested Documents" and "Uploaded Documents". In the "Requested Documents" column, there is a button labeled "w9". Below it is an "Other Documents" section with a button labeled "Other Documents". At the bottom of the container are three buttons: "Back", "Cancel", and "Next".

10. Click the **Document** icon for the document to be uploaded. In this example, a W9 form will be uploaded.

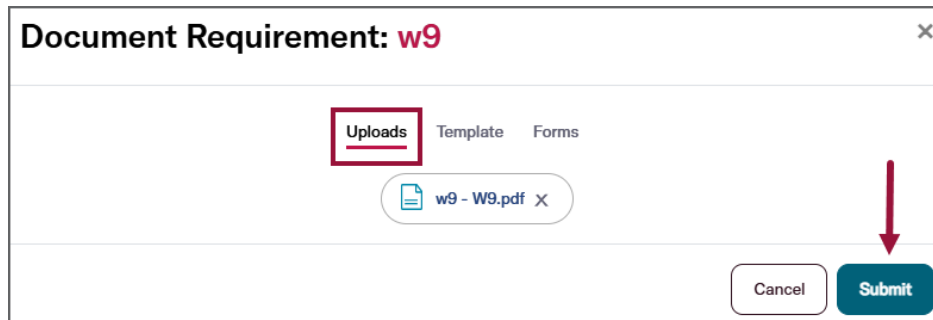
This screenshot is identical to the previous one, but with a red arrow pointing to the "w9" button in the "Requested Documents" column, indicating the document to be selected for upload.

11. In the **Document Requirement: [File Name]** dialog, users have several options:

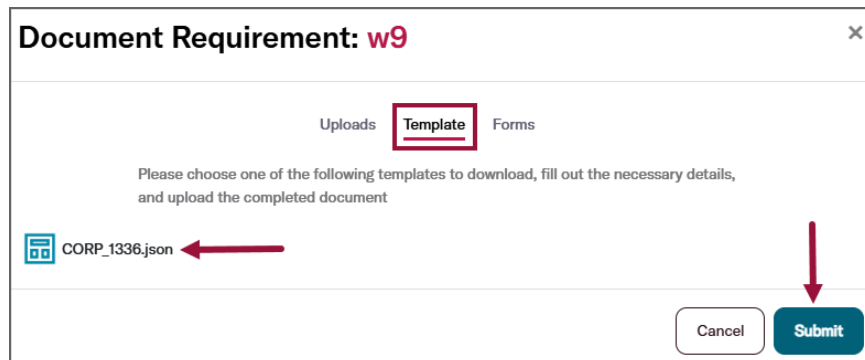
- **Uploads** – On the **Uploads** tab, click the **Browse Files** button to browse for the file to upload before clicking the **Submit** button.



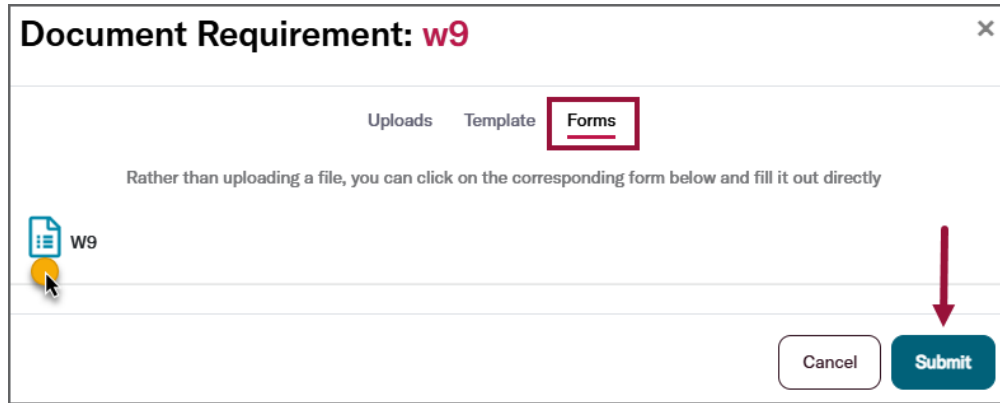
The file will display on the **Uploads** tab. Click the **Submit** button.



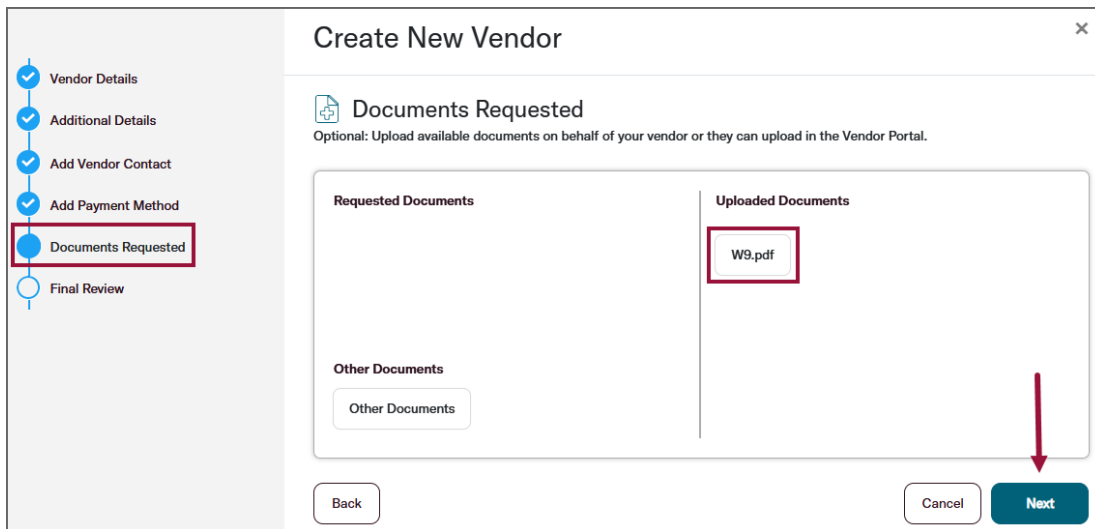
- **Template** – On the **Template** tab, download the template file, fill out the necessary details, and upload the template on the **Uploads** tab. Then, click the **Submit** button.





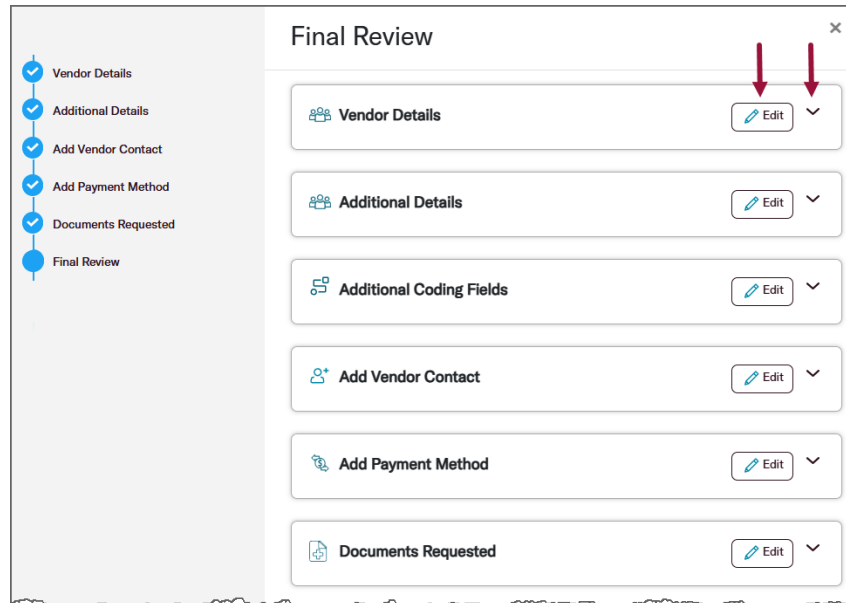
- **Forms** – On the **Forms** tab, click the corresponding **file icon** and fill out the form. Then, click the **Submit** button.



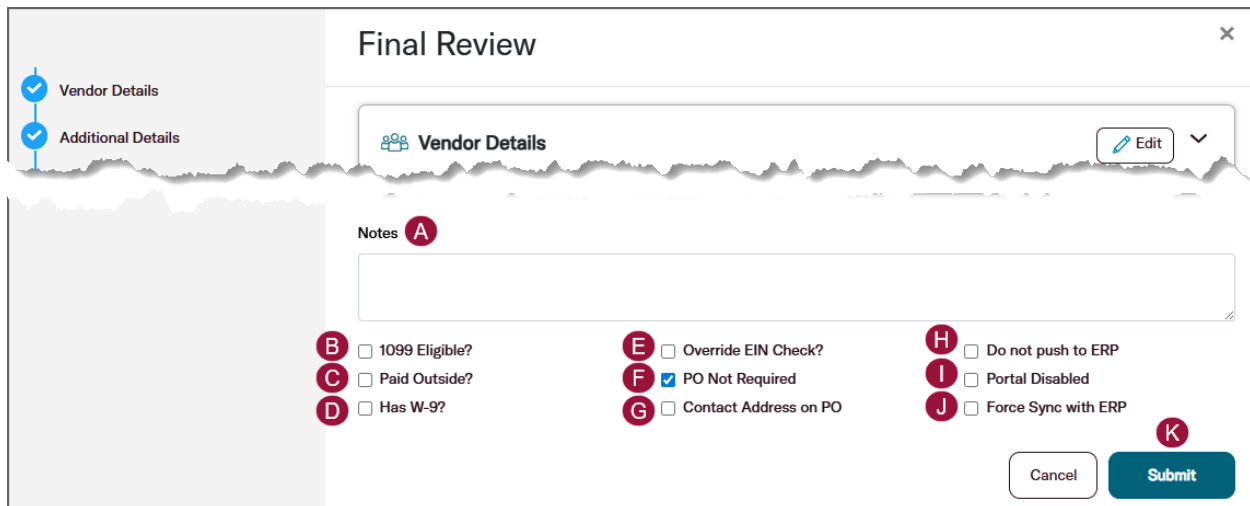
10. If documents were uploaded using the **Document Requirement: [File Name]** dialog, they will display in the **Uploaded Documents** panel. Click the **Next** button to proceed.



11. On the **Final Review** page, verify the information displayed in each panel. Click the **Expand**  icon to view more details in a panel. Use the **Edit**  button to return to a page for further editing.



12. Scroll down to the bottom of the **Final Review** page and complete the following steps:



- A. **Notes** – Key in **notes or additional information** about the Vendor.
- B. **1099 Eligible?** – Check this box if the Vendor is **eligible** for a **1099 tax form**.
- C. **Paid Outside?** – Check this box if the Vendor will be **paid outside** of Corpay Complete.
- D. **Has W-9?** – Check this box if the Vendor has a **W-9 tax form**.

E. **Override EIN Check?** – Check this box to **override the EIN verification**.

Note: If the **Override EIN Check?** checkbox is selected and a Vendor is found with the same EIN or Tax ID, the new Vendor will be saved with the duplicate EIN or Tax ID.

F. **PO Not Required** – Check this box if a **purchase order is not required** for the Vendor.

G. **Contact Address on PO** – Check this box if **purchase orders** must have a **contact address**.

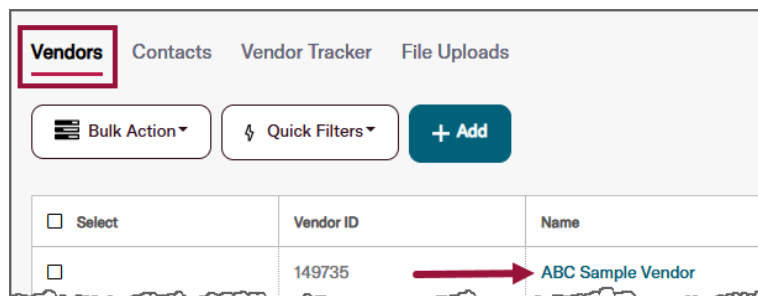
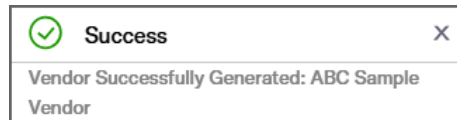
H. **Do not push to ERP** – Check this box if the Vendor **should not be pushed** to your ERP.

I. **Portal Disabled** – Check this box to **disable the Vendor Portal** for the Vendor.

J. **Force Sync with ERP** – Check this box to **force a synchronization** with your ERP.

K. Click the **Submit** button to **create or add** the Vendor.

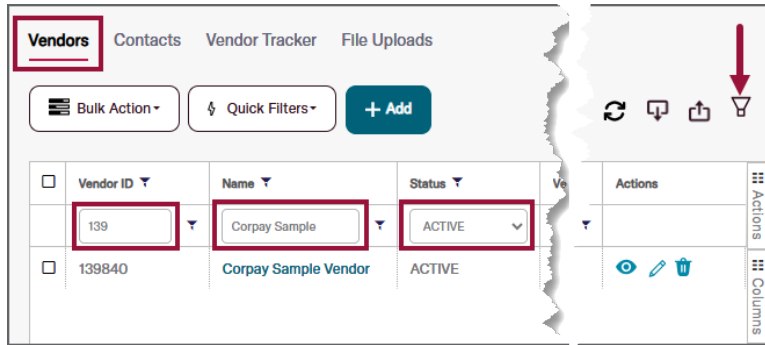
13. The **Success** dialog will display, and the Vendor will display in the **Vendors** grid on the **Vendors** tab.



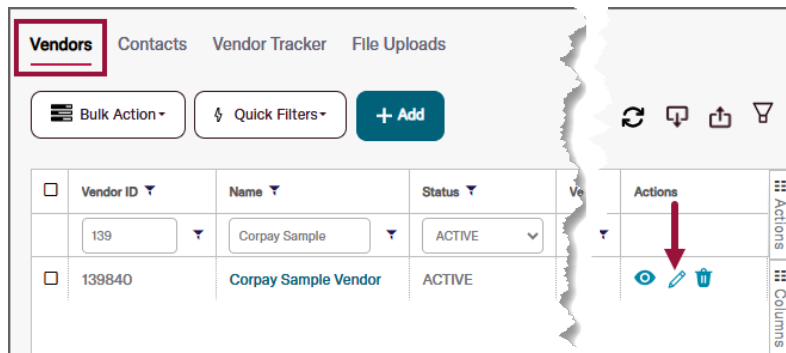
Edit a Vendor

This section describes how to edit an existing Vendor.

1. In the **Vendors** grid on the **Vendors** tab, search for the desired Vendor using the **filter fields**.



2. Click the **Edit** icon in the **Actions** column.



3. On the **Edit Vendor** dialog, edit the necessary Vendor information.

A screenshot of the 'Edit Vendor' dialog form. The form contains the following fields and options:

- Vendor Type:** A dropdown menu with 'COMPANY' selected.
- Vendor Name:** A text input field containing 'Corpay Sample Vendor'.
- Vendor ID:** A text input field containing '139840', with a refresh icon and an edit icon to its left.
- Legal Name:** A text input field containing 'Corpay Sample Vendor'.
- Status:** A dropdown menu.
- Options:** A group of checkboxes:
 - 1099 Eligible?
 - Do not push to ERP
 - Paid Outside?
 - PO Not Required
 - Portal Disabled
 - Contact Address on PO
- Buttons:** 'Cancel' and 'Submit' buttons at the bottom right.

4. Click the **Submit** button at the bottom of the **Edit Vendor** dialog.

Vendor Type: COMPANY

Vendor Name: Corpay Sample Vendor

Has W-9? Paid Outside? Portal Disabled

Override EIN Check? Contact Address on PO

Cancel Submit

5. The **Updated** dialog will display, and the user will be returned to the **Vendor Details** page.

Updated

Vendor Name Corpay Sample Vendor updated

Vendors / Vendor Details

Corpay Sample Vendor ACTIVE Message Edit Vendor

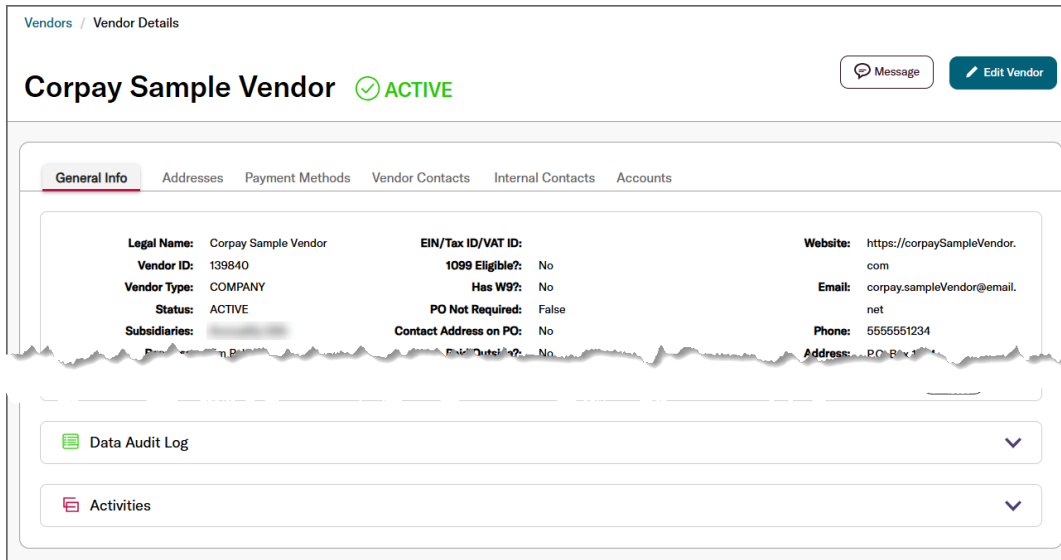
General Info | Addresses | Payment Methods | Vendor Contacts | Vendor Locations | Internal Contacts | Accounts

Legal Name: Corpay Sample Vendor	EIN/Tax ID/VAT ID:	Website: https://corpaySampleVendor.com
Vendor ID: 139840	1099 Eligible?: No	Email: vendorAdmin@CorpaySampleVendor.com
Vendor Type: COMPANY	Has W9?: No	Phone: 5555551234
Status: ACTIVE	PO Not Required: False	Address: P.O. Box 1234 4321 Main Street Portland, OR 97331 5555551234
Subsidiaries: USA	Contact Address on PO: No	Master Admin Email:
Receiver:	Paid Outside?: No	Master Vendor: Corpay Sample Vendor
External ID:	Payment Terms: Due on Receipt	Master Vendor ID:
Requestor/Acct Mgr: Karalee Rhoten	Currency Codes: USD	Domain Email: corpay.sampleVendor@email.net
Corpay Vendor ID:	Default Currency Code: USD	Portal Disabled: no
	Flagged not to push: Yes	
	Created by:	
	Created at: 09/07/2023	

Comments:

Vendor Details Page

The **Vendor Details** page is where users can view and edit all information about a Vendor, including addresses, payment methods, Vendor contacts, accounts, Vendor Portal profile completeness, and approval status. Users can also review invoice, payment, credit memo, purchase order, corporate card, and accrual information for the Vendor.



Action Area

The top of the **Vendor Details** page contains the following action icons:



A. **Message** – Click the **Message** button to **open the Message** dialog where the following options are available:

- **Internal Chat** – Use this tab to send an **internal message to another user** in the Company.
- **Vendor Chat** – Use this tab to **send a message to a Vendor** or respond to a message.

To inform users about the internal or Vendor-facing message, **key in their names** in the **Notify User(s)** field. If no user is added to the **Notify User(s)** field, only users with administrator roles will receive a notification of a new message.

B. **Edit Vendor** – Click the **Edit Vendor** button to **open the Edit Vendor** page, where users can **make updates** to Vendor information.

General Info Tab

The **General Info** tab is where users can review general information about the Vendor, such as Vendor ID, Payment Terms, email, phone, or address.

General Info | Addresses | Payment Methods | Vendor Contacts | Internal Contacts | Accounts

Legal Name: Corpay Sample Vendor	EIN/Tax ID/VAT ID:	Website: https://corpaySampleVendor.com
Vendor ID: 139840	1099 Eligible?: No	Email: corpay.sampleVendor@email.net
Vendor Type: COMPANY	Has W9?: No	Phone: 5555551234
Status: ACTIVE	PO Not Required: False	Address: P.O. Box 1234 4321 Main Street Portland, OR 97331 5555551234
Subsidiaries: Test Sub A, Test Sub B	Contact Address on PO: No	Master Admin Email:
Receiver: [Redacted]	Paid Outside?: No	Master Vendor: Corpay Sample Vendor
External ID: [Redacted]	Payment Terms: Due on Receipt	Master Vendor ID: [Redacted]
Requestor/Acct Mgr: [Redacted]	Currency Codes: USD	Domain Email: corpay.sampleVendor@email.net
Corpay Vendor ID:	Default Currency Code: USD	Portal Disabled: no
	Flagged not to push: Yes	
	Created by: [Redacted]	
	Created at: 09/07/2023	

Comments:

General Info Tab – Part 1

This section describes the first part of the fields on the **General Info** tab.

General Info | Addresses | Payment Methods

- A** **Legal Name:** Corpay Sample Vendor
- B** **Vendor ID:** 139840
- C** **Vendor Type:** COMPANY
- D** **Status:** ACTIVE
- E** **Subsidiaries:** Test Sub A, Test Sub B
- F** **Receiver:** [Redacted]
- G** **External ID:** [Redacted]
- H** **Requestor/Acct Mgr:** [Redacted]
- I** **Corpay Vendor ID:**
- J** **Comments:**

- A. **Legal Name** – This field contains the **legal name** of the Vendor.
- B. **Vendor ID** – This field contains the **unique identifier assigned by the Customer** within their own ERP or accounting system. It is used to **filter, locate, and manage Vendors** within the Customer’s Dashboard in Corpay Complete.

- C. **Vendor Type** – This field contains the **type** of Vendor: **Company**, **Employee**, or **Internal**.
- D. **Status** – This field contains the **status** of the Vendor.
- E. **Subsidiaries** – This field contains the **subsidiaries** associated with the Vendor.
- F. **Receiver** – This field contains the **designated recipient of payments or remittance communications** used to process invoice payments and ensure accurate delivery.
- G. **External ID** – This field contains the unique identifier used to link records between Corpay Complete and external systems, most commonly a Customer’s ERP.
- H. **Requestor/Account Mgr** – This field contains the **name of the internal user or contact** responsible for initiating Vendor-related actions, such as sending **Vendor Portal** invitations and managing Vendor communication.
- I. **Corpay Vendor ID** – This field contains the **internal identifier assigned by Corpay** for each Vendor. It is used to track Vendor activity, manage **Vendor Portal** access, and support integrations.
- J. **Comments** – This field contains **additional information** about the Vendor, such as notes or memos.

General Info Tab – Part 2

This section describes the second part of the fields on the **General Info** tab.

The screenshot shows a form titled "Internal Contacts" and "Accounts". The form contains the following fields with callout letters:

- A** EIN/Tax ID/VAT ID:
- B** 1099 Eligible?: No
- C** Has W9?: No
- D** PO Not Required: False
- E** Contact Address on PO: No
- F** Paid Outside?: No
- G** Payment Terms: Due on Receipt
- H** Currency Codes: USD
- I** Default Currency Code: USD
- J** Flagged not to push: Yes
- K** Created by: [Redacted]
- L** Created at: 09/07/2023
- M** Website: <https://corpaySampleVendor.com>
- N** Email: corpay.sampleVendor@email.net
- O** Phone: 5555551234
- P** Address: P.O. Box 1234
4321 Main Street
Portland , OR 97331
[5555551234](tel:5555551234)
- Q** Master Admin Email: corpay.sampleVendor@email.net
- R** Master Vendor: Corpay Sample Vendor
- S** Master Vendor ID: [Redacted]
- T** Domain Email: corpay.sampleVendor@email.net
- U** Portal Disabled: no

- A. **EIN/Tax ID/VAT ID** – This field contains the **EIN**, **Tax ID**, or **VAT ID** for the Vendor.

- B. **1099 Eligible?** – This field indicates whether the Vendor is **eligible** for a **1099 tax form**.
- C. **Has W9?** – This field indicates whether the Vendor has a **W9 tax form** on file.
- D. **PO Not Required** – This field indicates whether a **purchase order is required** for invoices.
- E. **Contact Address on PO** – This field indicates whether a **contact address is required** on purchase orders.
- F. **Paid Outside?** – This field indicates whether the **Vendor is paid externally** from Corpay Complete.
- G. **Payment Terms** – This field contains the **default payment terms** for the Vendor.
- H. **Currency Codes** – This field contains the **currency codes** associated with the Vendor.
- I. **Default Currency Code** – This field contains the Vendor's **default currency code**.
- J. **Flagged not to push** – This field indicates whether the Vendor has been **flagged to synchronize** to the Customer's ERP.
- K. **Created by** – This field contains the **email address** of the user who created the Vendor.
- L. **Created at** – This field contains the **date** when the **Vendor was created**.
- M. **Website** – This field contains the **Vendor's website**.
- N. **Email** – This field contains the **main email address** used by the Customer to set up the Vendor in the **Vendor Portal**.
- O. **Phone** – This field contains the **Vendor's phone number**.
- P. **Address** – This field contains the **Vendor's address**.
- Q. **Master Admin Email** – This field contains the **first Vendor contact** added to the **Vendor Portal**.
- R. **Master Vendor** – This field contains the **Vendor's name in Corpay Complete**.



- S. **Master Vendor ID** – This field contains the **unique identifier for the Vendor** in Corpay’s **Payment Automation** or **Card** databases. It serves as a **central record** that links one or more Customer-specific Vendor entries.
- T. **Domain Email** – This field contains the **email address** or **email domain** used by the Vendor staff to access the **Vendor Portal**. If an **email domain** is entered, each **Vendor Portal** user will use a **unique email address** that uses the **same email domain**. For example, if the Vendor’s email domain is **vendorSample.com**, a **Vendor Portal** user might log in using **jane.doe@vendorSample.com**.
- U. **Portal Disabled** – This field indicates whether the **Vendor Portal has been disabled** for the Vendor.

Addresses

The **Addresses** panel displays all addresses associated with the Vendor.

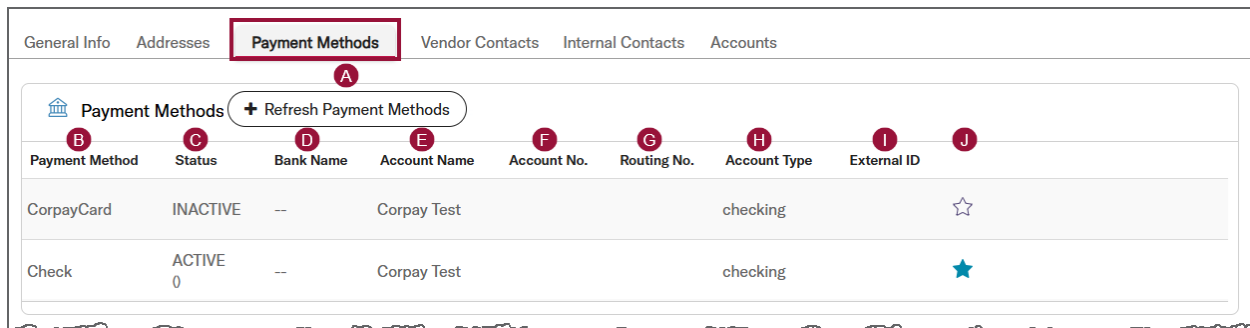
Type	Label	Address 1	Address 2	Address 3	City	State	ZIP	Default
Billing	Main Billing Address	P.O. Box 1234	4321 Main Street		Portland	OR	97331	Yes

- A. **Add Address** – Click the **Add Address** button to **open the Add Address** dialog, where users can add additional addresses for the Vendor.
- B. **Type** – This column displays the **type** of Vendor address.
- C. **Label** – This column displays a **label** for the address.
- D. **Address 1** – This column displays the **first line** of the address.
- E. **Address 2** – This column displays the **second line** of the address.
- F. **Address 3** – This column displays the **third line** of the address.
- G. **City** – This column displays the **city** for the address.
- H. **State** – This column displays the **state or province** for the address.

- I. **Zip** – This column displays the **zip code or postal code** for the address.
- J. **Default** – This column indicates whether the address is **set as the default** for the Vendor.
- K. **Edit** – Click the **Edit**  icon to **open the Edit Address** dialog, where users can make changes to an address.
- L. **Delete** – Click the **Delete**  icon to **delete** the address.

Payment Methods

The **Payment Methods** panel displays all payment methods for the Vendor.



Payment Method	Status	Bank Name	Account Name	Account No.	Routing No.	Account Type	External ID
CorpayCard	INACTIVE	--	Corpay Test			checking	☆
Check	ACTIVE 0	--	Corpay Test			checking	★

- A. **Refresh Payment Methods** – Click this button to **refresh all data** in the **Payment Methods** grid.
- Note:** This button will only display for Payment Automation Customers. Payment Automation Customers have a 90-day lookback period for payment methods.
- B. **Payment Method** – This column displays the **type** of payment method.
- C. **Status** – This column displays the **status** of the payment method.
- D. **Bank Name** – This column displays the **name of the bank or financial institution** associated with the payment method.
- E. **Account Name** – This column displays the **name associated with the Customer** on the bank account .
- F. **Account No.** – This column displays the **account number** for the payment method.
- G. **Routing No.** – This column displays the **routing number** for the payment method.

- H. **Account Type** – This column displays the **type of account**, such as checking.
- I. **External ID** – This column displays the **Customer’s unique identifier** for the payment method.
- J. **Default Indicator** – Selection of a star in this column designates the payment method as the **default option** for the Vendor.

Vendor Contacts

The **Vendor Contacts** panel displays all contacts associated with the Vendor.

Name	Email	Contact Type	Status	Recently Active	Activated	Last Invite Sent	
Karalee Rhoten	[redacted]	COMPANY	ACTIVE	No	No		

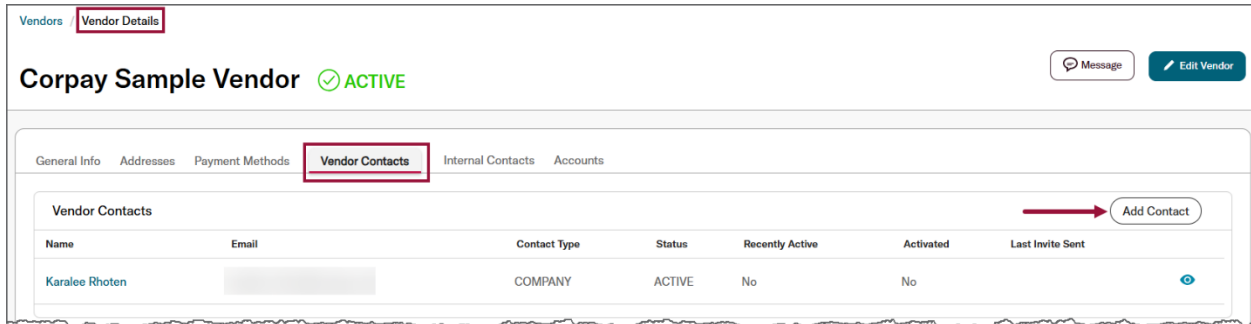
- A. **Add Contact** – Click the **Add Contact** button to **open the Add Contact** dialog, where users can **create a new Vendor contact**.
- B. **Name** – This column displays the **Vendor contact’s name**. Click the **Name** link to open the **User Details** page for the contact.
- C. **Email** – This column displays the **contact’s email address**.
- D. **Contact Type** – This column displays the **type of Vendor contact: Vendor or Company**. A **Vendor contact type** refers to an individual associated with the Vendor’s Company whereas a **Company contact type** refers to an individual associated with the user’s own Company.
- E. **Status** – This column indicates the **status of the contact** in Corpay Complete.
- F. **Recently Active** – This column indicates whether the **contact has been recently active** in the **Vendor Portal**.
- G. **Activated** – This column indicates whether the **contact has been activated** in the **Vendor Portal**.
- H. **Last Invite Sent** – This column displays the **date of the most recent invitation** to the **Vendor Portal** if applicable.
- I. **View** – Click the **View** icon to open the **User Details** page for the contact.

Note: Refer to the [Corpay Complete – User Profile and Users Module User Guide](#) for more information about users.

Add a Vendor Contact

This section describes how to add a new Vendor contact from the **Vendor Contacts** tab on the **Vendor Details** page.

1. On the **Vendor Contacts** tab of the **Vendor Details** page, click the **Add Contact** button.



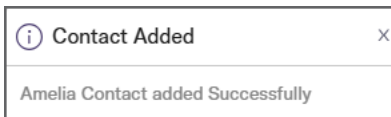
2. Complete the following steps in the **Add Contact** dialog:

The 'Add Contact' dialog box contains the following fields and options:

- Vendor:** A dropdown menu showing 'Corpay Sample Vendor'.
- Choose Existing Contact (A):** A dropdown menu with the text 'Select a contact'.
- First Name* (B):** A text input field containing 'Amelia'.
- Last Name* (C):** A text input field containing 'Contact'.
- Email* (D):** A text input field containing 'ameliaContact@sampleVendor.com'.
- Phone (E):** A text input field containing '5551231234'.
- Contact ID (F):** A text input field containing '33627'.
- External ID (G):** A text input field with a pencil icon, currently empty.
- Buttons:** 'Cancel' and 'Submit' buttons at the bottom right.

- A. Choose Existing Contact** – Click the **Choose Existing Contact** drop-down and select a **name** to add an existing Vendor contact. The **First Name**, **Last Name**, and **Email** fields will automatically populate.
- B. First Name** – To enter a new contact, key in the **contact's first name**. This field is **required**.
- C. Last Name** – Key in the **contact's last name**. This field is **required**.

- D. **Email** – Key in the **contact’s email address**. This field is **required**.
 - E. **Phone** – Key in an **optional phone number** for the contact.
 - F. **Contact ID** – This field automatically populates a **unique identifier** for the contact. Key in a different one if necessary.
 - G. **External ID** – This field populates if the contact is synchronized to the Company’s ERP.
 - H. Click the **Submit** button to add the Vendor contact.
3. The **Contact Added** dialog will display and the new contact will display in the **Vendor Contacts** grid.




Vendor Contacts							Add Contact
Name	Email	Contact Type	Status	Recently Active	Activated	Last Invite Sent	
Amelia Contact	ameliacontact@samplevendor.com	VENDOR	ACTIVE	No	No		
Karalee Rhoten	[REDACTED]	COMPANY	ACTIVE	No	No		

Internal Contacts

The **Internal Contacts** panel displays contacts from the user’s Company that are linked to the Vendor. An **internal contact** is defined as an employee with Corpay Complete access, responsible for oversight or support activities.

Internal Contacts				Link Contact
Name	Email	Roles		
Karalee Rhoten	[REDACTED]	admin, staff, super_admin, invoice_approver_with_edit, admin_report, universal_admin, admin_payment		

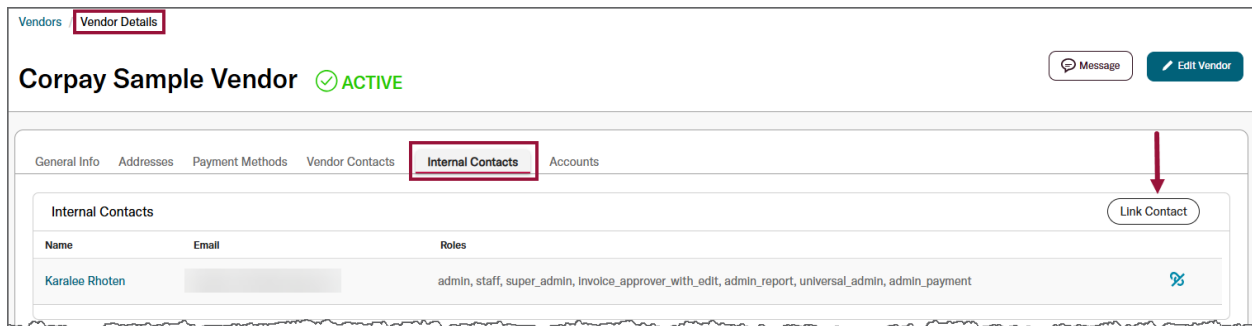
- A. **Link Contact** – Click the **Link Contact** button to **open the Link Contact** dialog, where users can link a contact with a Vendor.
- B. **Name** – This column displays the internal **contact’s name**. Click the **Name** link to open the **User Details** page.

- C. **Email** – This column displays the contact’s **email address**.
- D. **Roles** – This column displays the Corpay Complete **roles** assigned to the contact.
- E. **Unlink** – Click the **Unlink**  icon to **remove a contact** from a Vendor.

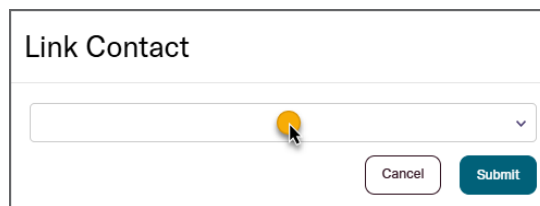
Link an Internal Contact to a Vendor

This section describes how to link an internal contact to a Vendor.

1. On the **Internal Contacts** tab of the **Vendor Details** page, click the **Link Contact** button.



2. Click inside the **Internal Contact** drop-down.



3. Type the contact’s **first or last name** in the **Internal Contact** drop-down, then **select the contact** from the search results. Partial values are accepted.



- Click the **Submit** button.

- The **Contact Linked** dialog will display, and the internal contact will be visible in the **Internal Contacts** grid.

Name	Email	Roles	
Karalee Rhoten		admin, staff, super_admin, invoice_approver_with_edit, admin_report, universal_admin, admin_payment	
Arthur Internal Contact		staff	

Accounts

The **Accounts** panel displays all accounts associated with the Vendor.

Account Type	Account	Percentage	Department	Unit	Location
Accrual Debit Account	1100-Accounts Receivable	100%	Manufacturing		Chicago
Accrual Credit Account	2000-Accounts Payable	100%	Business Operation		San Francisco

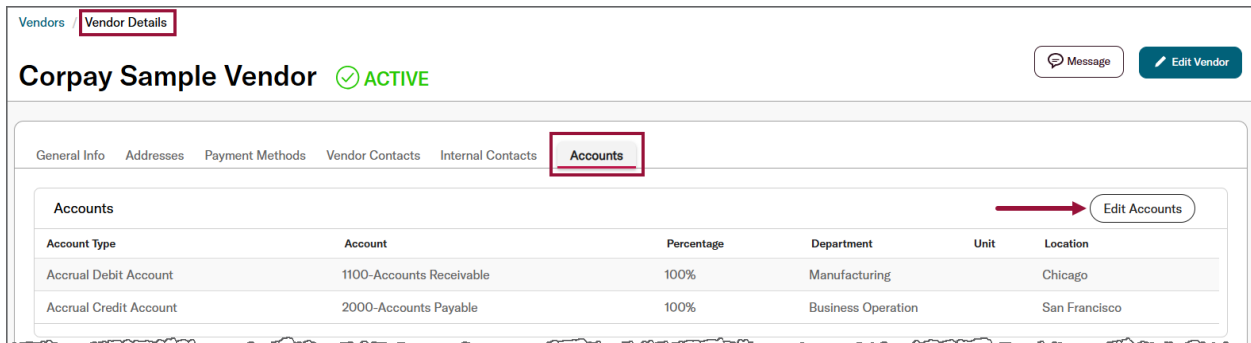
- Edit Accounts** – Click the **Edit Accounts** button to open the **Edit Vendor Accounts** dialog, where users can [add and edit Vendor accounts](#).
- Account Type** – This column displays the **type** of account.
- Account** – This field contains the **GL code** and the **description of the code**.
- Percentage** – This column displays the **percentage that will be applied** to this account.

- E. **Department** – This column displays the **department** associated with the account.
- F. **Unit** – This column displays the **unit** associated with the account.
- G. **Location** – This column displays the **location** associated with the account.

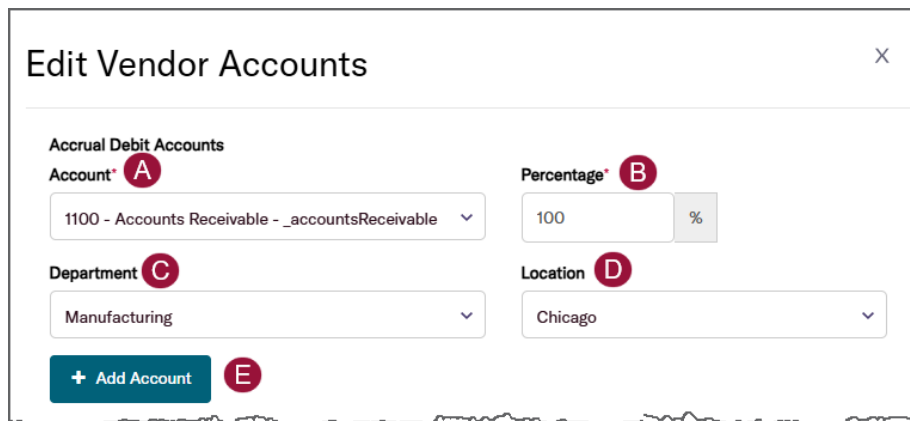
Add or Edit Vendor Accounts

This section describes how to add or edit Vendor accounts.

1. On the **Accounts** tab of the **Vendor Details** page, click the **Edit Accounts** button.



2. Complete the following steps in the **Edit Vendor Accounts** dialog:



- A. **Account** – In the **Accrual Debit Accounts** section, click the **Account** drop-down and select or edit an **accrual debit account**.
- B. **Percentage** – Key in the **percentage** that will be **assigned** to the accrual debit account.

- C. **Department** – Click the **Department** drop-down or begin typing to search, then select or edit the **department** for the accrual debit account.
 - D. **Location** – Click the **Location** drop-down or begin typing to search, then select or edit the **location** for the accrual debit account.
 - E. Click the **+ Add Account** button to **add** another accrual debit account, then repeat **steps A through D**.
3. **Repeat step 2** as needed for the following sections in the **Edit Vendor Accounts** dialog:
- **Accrual Credit Accounts**
 - **Invoice Debit Accounts**
 - **Invoice Credit Accounts**
 - **Payment Debit Accounts**
 - **Payment Credit Accounts**
 - **Purchase Order Debit Accounts**
 - **Purchase Order Credit Accounts**
 - **Product Item Debit Accounts**
 - **Credit Memo Credit Accounts**
 - **Credit Memo Debit Accounts**
4. Click the **Save** button to add or update the Vendor accounts.

The screenshot shows the 'Edit Vendor Accounts' dialog box. It is divided into two main sections: 'Accrual Debit Accounts' and 'Accrual Credit Accounts'. Each section contains a form with the following fields:

- Account***: A dropdown menu showing the selected account name.
- Percentage***: A text input field with a percentage sign, set to '100'.
- Department**: A dropdown menu showing the selected department.
- Location**: A dropdown menu showing the selected location.

Below each section is a blue button with a white plus sign and the text '+ Add Account'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Save'. A red arrow points to the 'Save' button.

Profile Completeness

The **Profile Completeness** panel provides an overview of how complete a Vendor's profile is within the **Vendor Portal**. Items marked with a green check indicate completion, and items shown with a red clock are pending.

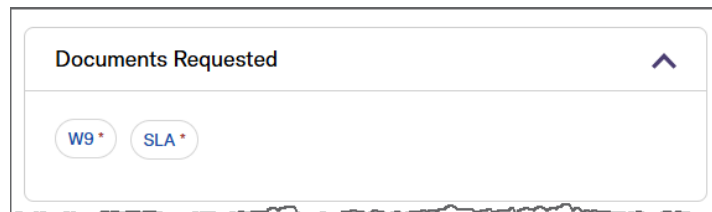


- A. **Contact Information** – This column indicates whether the Vendor has completed all **contact information** in the **Vendor Portal**.
- B. **Bank details for payments** – This column indicates whether the Vendor has entered all **bank information** for payments.
- C. **Company details** – This column indicates whether all **Company information** has been entered for the Vendor.
- D. **Required documents** – This column indicates whether the Vendor has completed all **required documents**.

Documents Requested

The **Documents Requested** panel lists all documents that have been requested from the Vendor in the **Vendor Portal**.

Note: Refer to the [Add Requested Documents for the Vendor Portal](#) section to learn how to add and configure Vendor documents.



View or Upload a Document

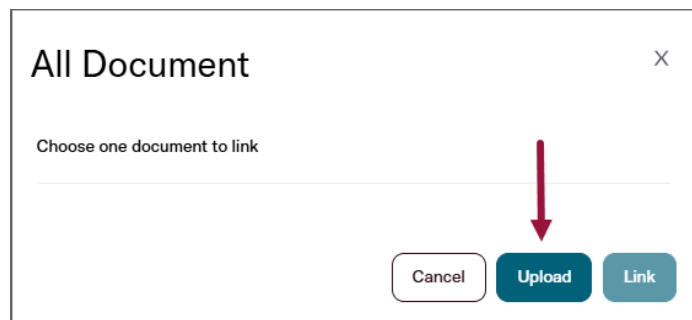
This section describes how to view or upload a document.

1. On the **Vendor Details** page, scroll down to the **Documents Requested** panel.

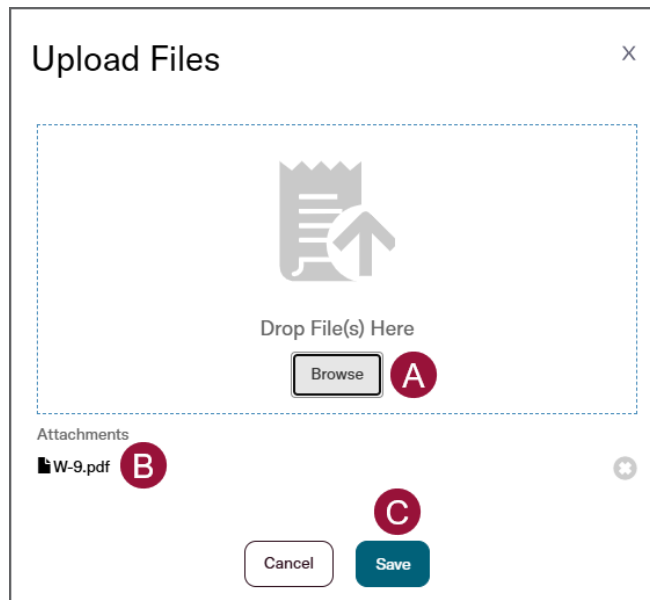
2. Click a **document link** in the **Documents Requested** panel.



3. In the **All Document** dialog, click the **Upload** button.



4. Complete the following steps in the **Upload Files** dialog:

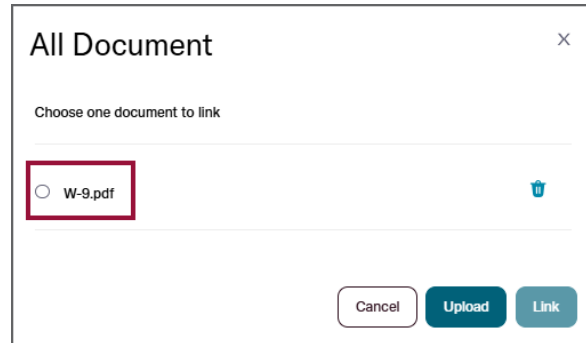


- A. Click the **Browse** button, then use your computer's file browser to **locate the file** to upload.

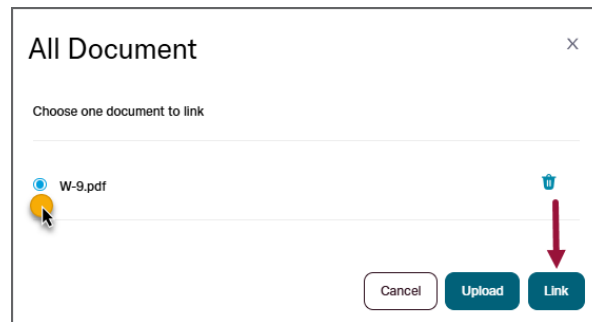
B. The **file will display** in the **Attachments** section of the **Upload Files** dialog.

C. Click the **Save** button.

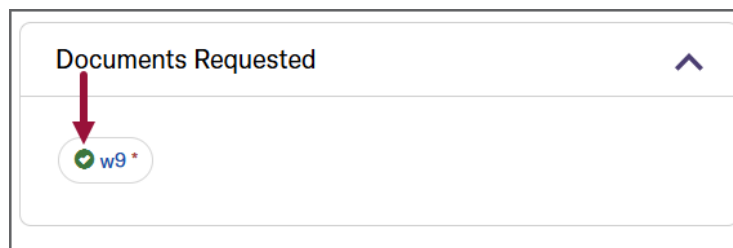
5. The file will display in the **All Document** dialog.



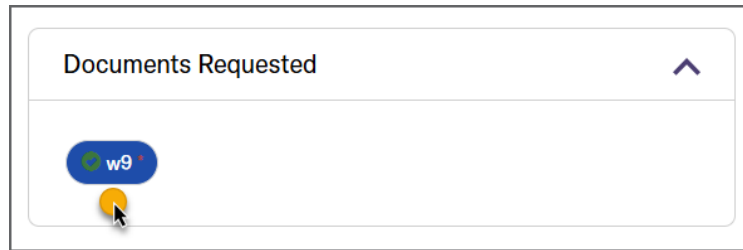
6. Click the **document** radio button and then click the **Link** button to link the document.



7. The **Updated** dialog will appear, and the document will display a **green checkmark** indicating that a file has been attached.



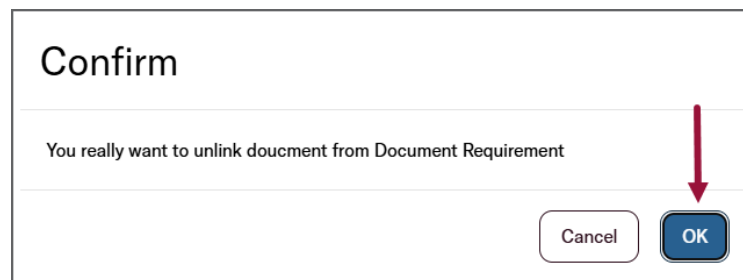
8. To **unlink** a linked document, click the **document link**.



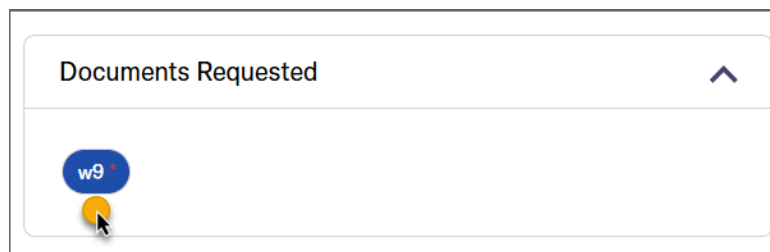
9. In the **All Document** dialog, click the **Unlink** button.



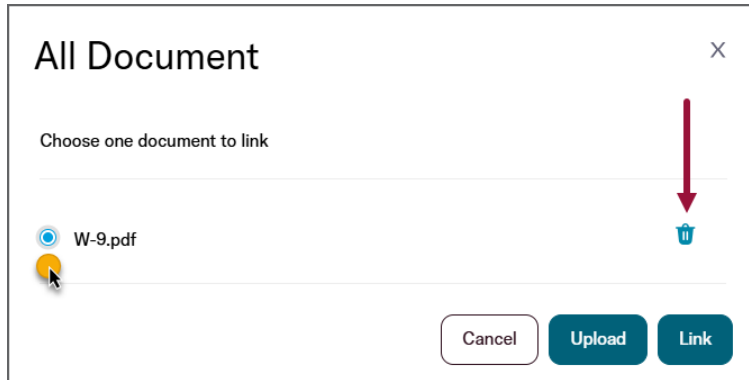
10. Click **OK** in the **Confirm** dialog.



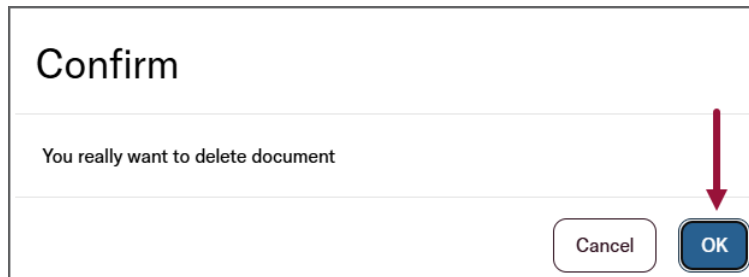
11. To **delete** the attached document, click the **document link**.



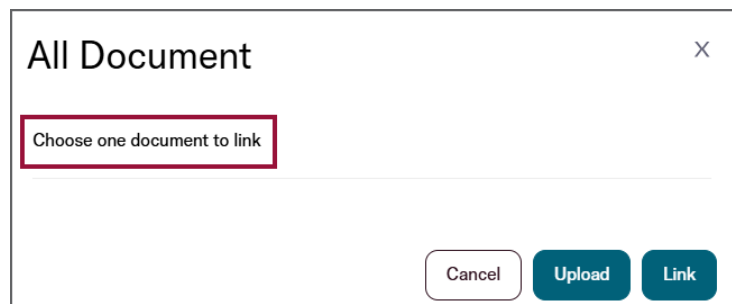
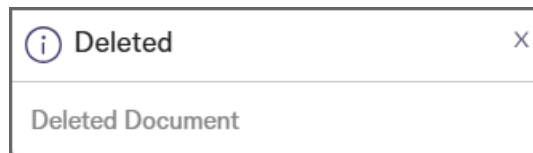
12. In the **All Document** dialog, click the **document** radio button, and then click the **Delete**  icon.



13. Click **OK** in the **Confirm** dialog.





14. The **Deleted** dialog will display, and the document will be removed from the **All Document** dialog.



Vendor Balance Detail

The **Vendor Balance Detail** panel lists all invoices and credit memos associated with a Vendor, including the Vendor's **Total Open Balance**, **Total Credits Available**, and **Total Payments Due**.

B Date	C Type	D Number	E Due Date	F Amount	G Open Balance	A 
08/06/2025	Invoice	INV-10653	08/06/2025	\$15.00	\$15.00	
06/18/2025	Invoice	INV-10629	06/18/2025	\$100.00	\$100.00	
09/28/2023	Invoice	INV-10017	11/21/2023	\$150.00	\$150.00	
09/07/2023	Invoice	INV-10004	09/07/2023	\$125.55	\$125.55	
					H Total Open Balance	\$1,098.99
					I Total Credits Available	\$0.00
					J Total Payment Due	\$1,098.99

- A. **Print** – Click the **Print**  icon to open the **Print Preview** dialog, where users can download a PDF copy of the **Vendor Balance Detail** grid or send it to a network-connected printer. To save a PDF copy, select **Adobe PDF** from the **Destination** drop-down, then click the **Print** button.

Corpay Complete Test

VENDOR BALANCE DETAIL

Address Corpay Sample Vendor
P.O. Box 1234
4321 Main Street
Portland OR 97331
USA
corpay.sampleVendor@email.net

Vendor Name Corpay Sample Vendor
Date 08/14/2025

Date	Type	Number	Due Date	Amount	Open Balance
2025-08-06	Invoice	INV-10653	2025-08-06	\$15.00	\$15.00
2025-06-18	Invoice	INV-10629	2025-06-18	\$100.00	\$100.00
2025-04-01	Invoice	INV-154565	2025-04-01	\$125.00	\$125.00
2025-03-01	Invoice	INV-154500	2025-03-01	\$125.00	\$125.00
2025-02-01	Invoice	INV-154492	2025-02-01	\$125.00	\$125.00
2024-11-19	Invoice	INV-10486	2024-11-19	\$6.00	\$6.00
2024-11-19	Invoice	INV-10485	2024-11-19	\$6.00	\$6.00
2024-11-14	Invoice	792024	2024-11-14	\$3.11	\$3.11
2024-08-12	Invoice	INV-10352	2024-08-12	\$24.00	\$24.00
2024-09-09	Invoice	INV-10351	2024-09-09	\$15.00	\$15.00
2024-06-06	Invoice	INV-10319	2024-06-06	\$4.33	\$4.33
2023-09-28	Invoice	INV-10018	2023-11-29	\$275.00	\$275.00
2023-09-28	Invoice	INV-10017	2023-11-21	\$150.00	\$150.00
2023-09-07	Invoice	INV-10004	2023-09-07	\$125.55	\$125.55

Total Open Balance
\$1,098.99
Total Credits Available
\$0.00
Total Payment Due
\$1,098.99

Print 1 sheet of paper


Destination 🖨️ Adobe PDF

Pages All

Layout Portrait

Color Color

More settings ▼


Print
Cancel

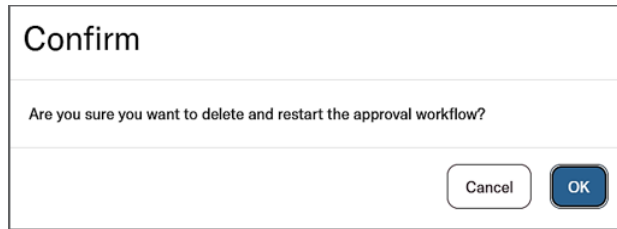
- B. **Date** – This column displays the **date** of the invoice or credit memo.
- C. **Type** – This column displays the **item type**, such as **Invoice** or **Credit Memo**.
- D. **Number** – This column displays the invoice or credit memo number. Selecting the **Number** link will open the **Invoice Details** page or **Credit Memo Details** page, depending on the item type chosen.
- E. **Due Date** – This column displays the **due date** for the item.
- F. **Amount** – This column displays the **amount** of the item.
- G. **Open Balance** – This column displays the **open balance** of the item.
- H. **Total Open Balance** – This column displays the total open balance, or **remaining amount that is still owed** after pending payments or adjustments are considered. The **Open Balance** is calculated by **subtracting** the **Pending Balance** from the **Outstanding Balance**.
- I. **Total Credits Available** – This column displays the **total credits available** from the Vendor.
- J. **Total Payment Due** – This column displays the **total payment due** to the Vendor.

Approval Workflow

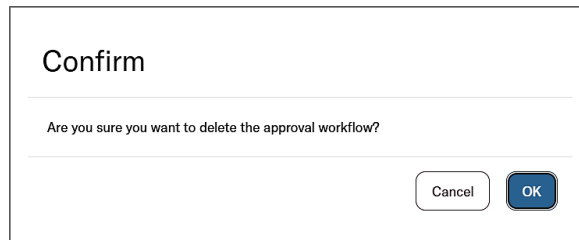
The **Approval Workflow** panel outlines the approval workflow for the Vendor.

Approval Steps	Last Updated Date	Approved Date	Rejected Date	Approvers	Status
Vendor approver	08/15/2025 9:24 AM PDT			[Redacted]	Send [K] [L] [M]
Requested Approval	08/15/2025 10:10 AM PDT			Karalee Rhoten	Send [K] [L] [M]

- A. **Restart** – Click the **Restart** button to [restart the entire approval workflow](#).
 - After clicking **OK** in the **Confirm** dialog, a **Reset success** dialog appears. All approvers are then sent an email requesting Vendor approval, which restarts the process.

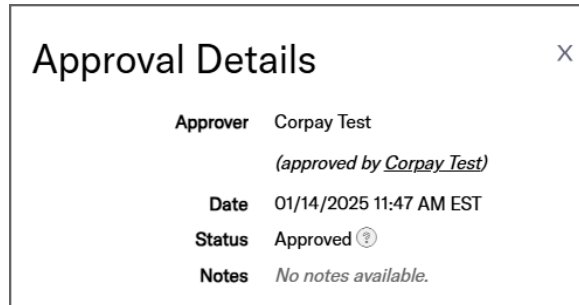


- B. **Request Approval** – Click this button to open the **Request Approval** dialog, which enables users to select an additional approver or add one if none exists.
- C. **Preview Workflow** – Click this button to open the **Workflow Preview** dialog, which displays all approval steps in the approval workflow.
- D. **Delete** – Click the **Delete** button to **delete** the entire workflow. The **Confirm** dialog will display, asking if the user wants to delete the entire approval workflow. If the user clicks **OK**, the approval workflow is deleted.
 - **Note:** Staff users do not have access to the **Delete** icon. Deleting an approval workflow from a payment will not change the user’s Company settings for automatically configured approval workflows.



- E. **Approval Steps** – This field contains the Company’s **internal name** for the approval workflow.
- F. **Last Updated Date** – This field contains the **last time** the account was **updated**. Typically, this refers to the date when the Vendor was sent for approval, as this process is considered an update.
- G. **Approved Date** – This field contains the date the Vendor was **approved** by the listed approver.
- H. **Rejected Date** – This field contains the date the Vendor was **rejected** by the listed approver.
- I. **Approvers** – This column displays the **name(s) and email addresses of the approver(s)** in the **Approval Step**.


- J. **Status** – Clicking the **Status** link opens the **Approval Details** dialog. It displays the approver’s name and email, the date the approval email was sent or the date the Vendor was approved/rejected, the status, and any notes.




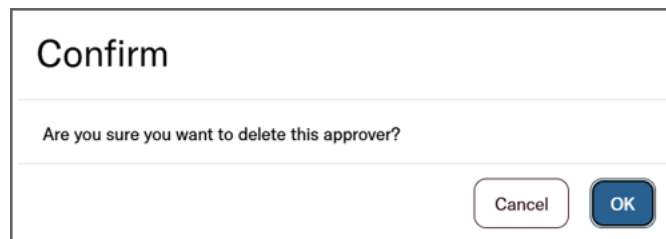
- **Status Options:**

- **Sent** – This status means that an **approval email was sent** for the Vendor. The approver will automatically get a reminder email every seven days to approve the Vendor.
- **Approved** – This status means that the Vendor was **approved**. This is the same information that is displayed when clicking a status in the **Status** column.
- **Rejected** – This status means that the Vendor was **rejected**.

- K. **Message** – Click the **Message**  icon to **resend a request** to an approver. This button will not display if the **Status** is **Approved**.

- L. **View** – Click the **View**  icon to open the **Approval Details** dialog for the approval step.

- M. **Delete** – Click the **Delete**  icon to **delete** the listed approver. Users are first asked to confirm deletion of the approver on the **Confirm** dialog. After clicking **OK**, the approver is deleted.



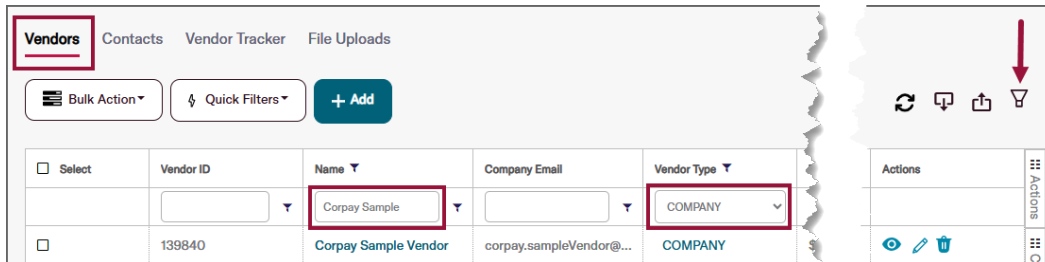
Restart an Approval Workflow

This section describes how to restart an approval workflow for a Vendor.

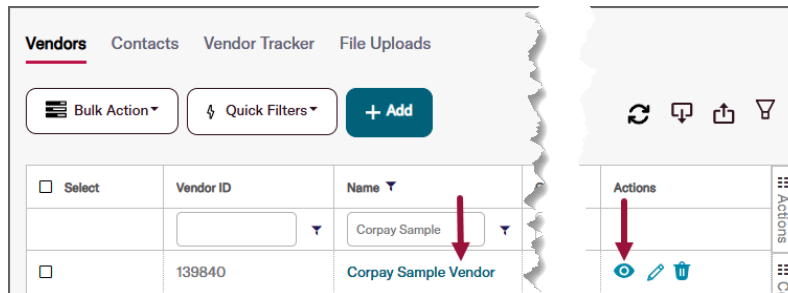
IMPORTANT

Vendors must have a status of **Draft**, **New**, **Pending**, or **Submitted** to have an approval workflow reset.

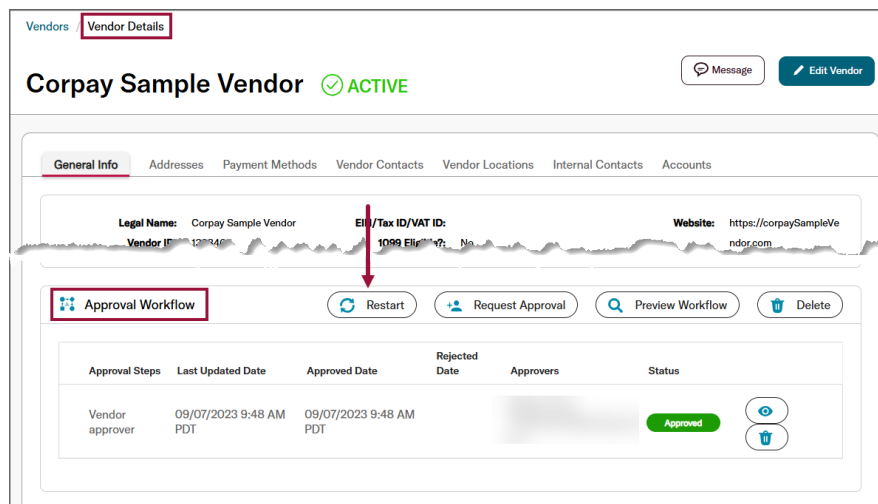
1. In the **Vendors** grid on the **Vendors** tab, use the **filter fields** to locate the desired Vendor.



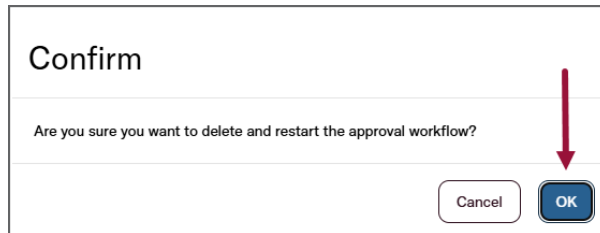
2. Click the **Name** link or **View** icon to open the **Vendor Details** page.



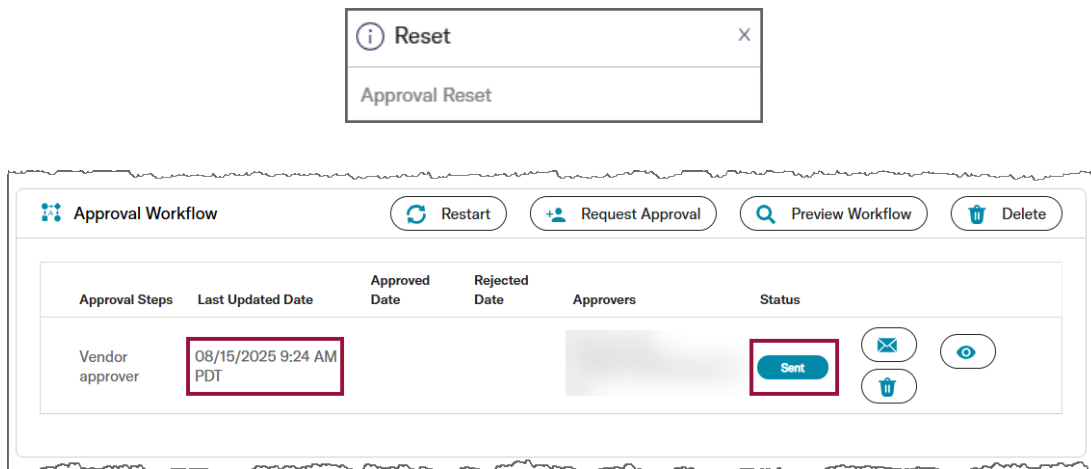
3. On the **Vendor Details** page, scroll down to the **Approval Workflow** panel and click the **Restart** button.



- Click **OK** in the **Confirm** dialog.



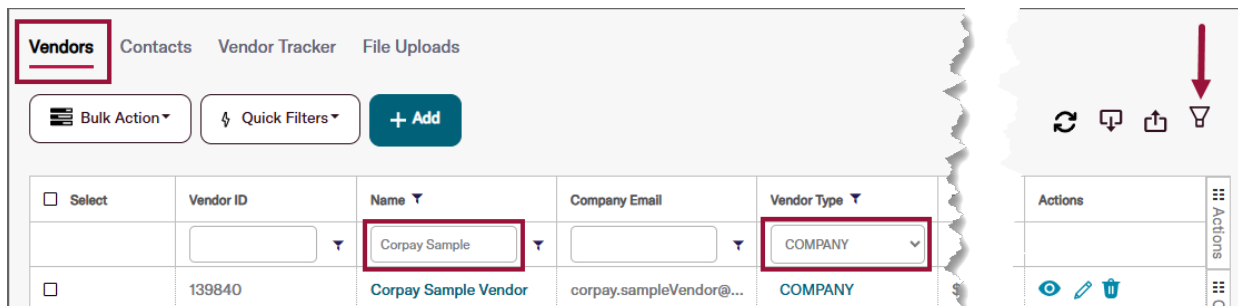
- The **Reset** dialog will display. In the **Approval Workflow** panel, the **Last Updated Date** will indicate when the reset was submitted, and the **Status** will change to **Sent**.



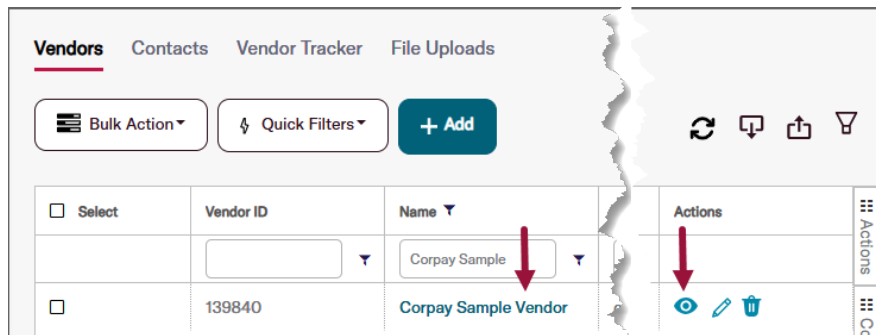
Add an Approver to an Approval Workflow

This section describes how to add an approver to an approval workflow on a Vendor. This procedure is beneficial for situations where users need to **include additional reviewers** for a Vendor or when the Company does **not have a configured Vendor approval workflow**.

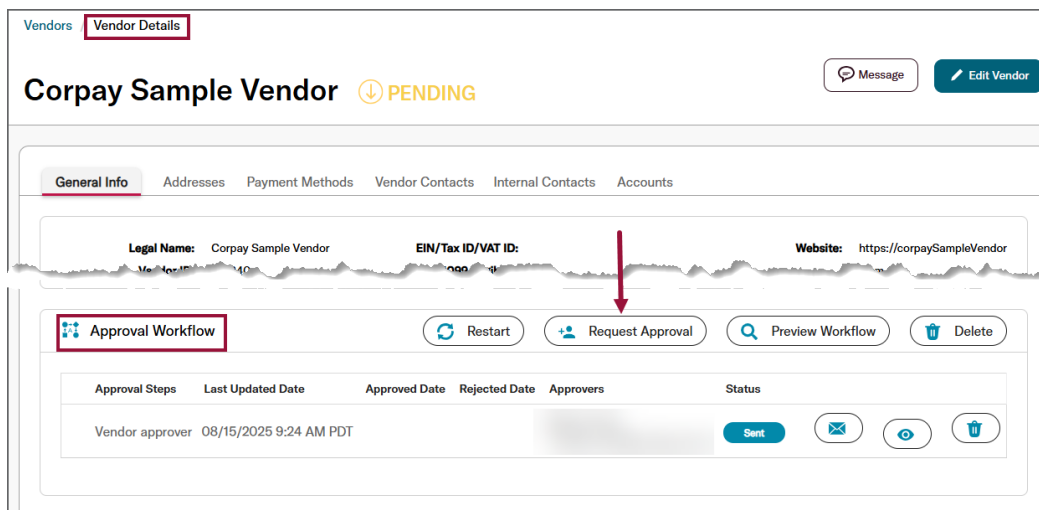
- In the **Vendors** grid on the **Vendors** tab, use the **filter fields** to locate the desired Vendor.



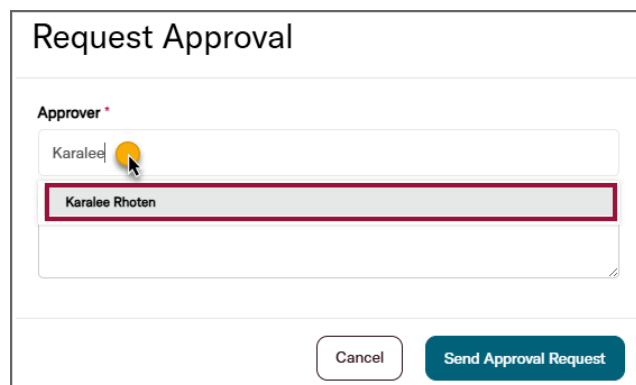
2. Click the **Name** link or **View**  icon to open the **Vendor Details** page.



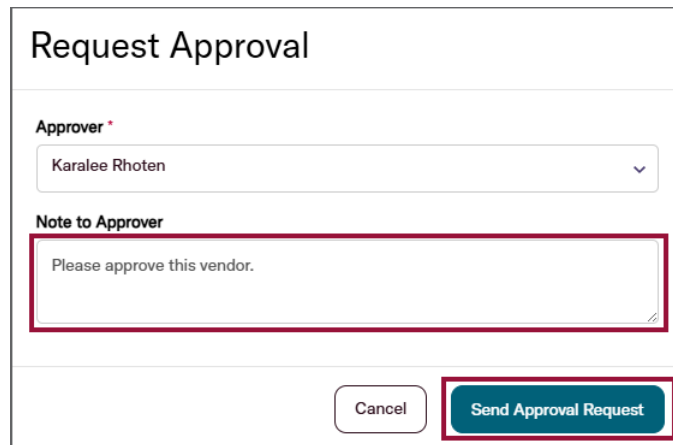
3. On the **Vendor Details** page, scroll down to the **Approval Workflow** panel and click the **Request Approval** button.



4. In the **Request Approval** dialog, click inside the **Approver** drop-down, begin typing the approver's name, and then select the approver from the search results.

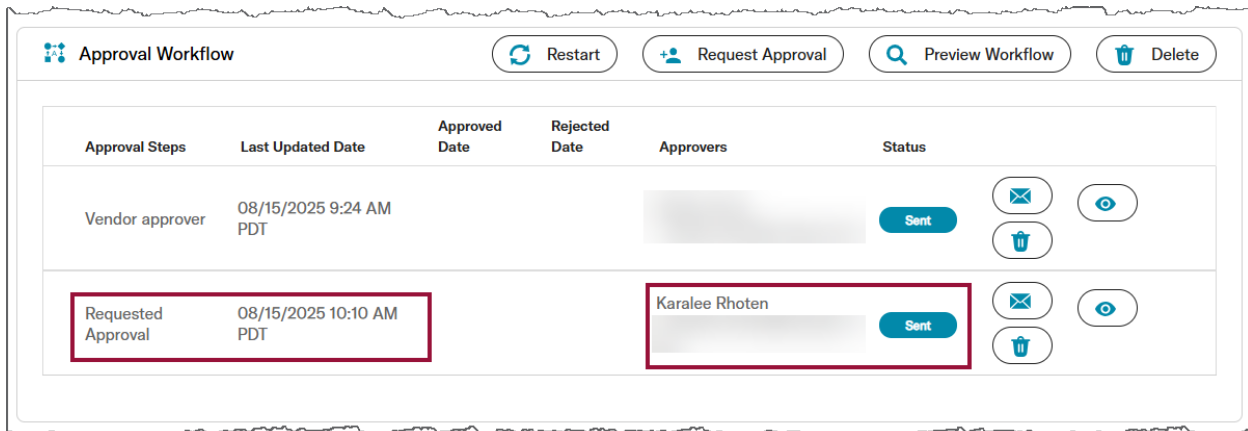
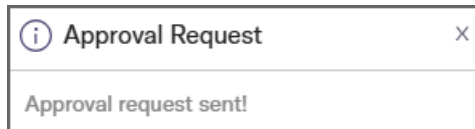


5. Key in an optional note to the approver in the **Note to Approver** field, then click the **Send Approval Request** button.



The image shows a 'Request Approval' dialog box. At the top, it has the title 'Request Approval'. Below the title is a dropdown menu for 'Approver' with 'Karalee Rhoten' selected. Underneath is a text area for 'Note to Approver' containing the text 'Please approve this vendor.'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Send Approval Request'. The 'Send Approval Request' button is highlighted with a red border.

6. The **Approval Request** dialog will display, and the approver will be added to the **Approval Workflow** panel. The new approver will be sent an email with a link to the approval.



The image shows the 'Approval Workflow' panel. At the top, there are buttons for 'Restart', 'Request Approval', 'Preview Workflow', and 'Delete'. Below these buttons is a table with the following columns: 'Approval Steps', 'Last Updated Date', 'Approved Date', 'Rejected Date', 'Approvers', and 'Status'. The table contains two rows. The first row is for 'Vendor approver' with a 'Last Updated Date' of '08/15/2025 9:24 AM PDT' and a 'Status' of 'Sent'. The second row is for 'Requested Approval' with a 'Last Updated Date' of '08/15/2025 10:10 AM PDT' and a 'Status' of 'Sent'. The 'Requested Approval' row is highlighted with a red border, and the 'Approvers' column for this row also contains 'Karalee Rhoten' and is highlighted with a red border.

Approval Steps	Last Updated Date	Approved Date	Rejected Date	Approvers	Status
Vendor approver	08/15/2025 9:24 AM PDT				Sent
Requested Approval	08/15/2025 10:10 AM PDT			Karalee Rhoten	Sent

Invoices Tab

The **Invoices** tab on the **Vendor Details** page provides a list of invoices connected to a Vendor. This tab provides users with an efficient method for locating vendor-specific invoices, monitoring their status, and adding new invoices.

Number	Status	PO Number	Date	Amount	Outstanding Balance	Payment Method
INV-10653	PENDING	PO-88082	08/06/2025	\$15.00	\$15.00	Check
INV-10629	OPEN	PO-88028	06/18/2025	\$100.00	\$100.00	Check
INV-154565	PENDING		04/01/2025	\$125.00	\$125.00	Check
INV-154500	PENDING	PO-87704	03/01/2025	\$125.00	\$125.00	Check
INV-154492	PENDING		02/01/2025	\$125.00	\$125.00	Check
INV-10486	PENDING		11/19/2024	\$6.00	\$6.00	Check
INV-10485	PENDING		11/19/2024	\$6.00	\$6.00	Check
792024	PENDING		11/14/2024	\$3.11	\$3.11	Check
INV-10352	PENDING		08/12/2024	\$24.00	\$24.00	Check
INV-10351	PENDING		08/09/2024	\$15.00	\$15.00	Check

- A. **Add Invoice** – Click the **Add Invoice** button to open the **Add Invoice** dialog. The **Add Invoice** dialog will be populated with the **Vendor's name** and related information like **Subsidiary**, if configured for the Vendor.
- B. **Number** – This column displays the **invoice number**. Click the **Number** link to open the **Invoice Details** page for the invoice.
- C. **Status** – This column displays the **status** of the invoice.
- D. **PO Number** – This column displays the **purchase order number** if applicable. Click the **PO Number** link to open the **Purchase Order Details** page.
- E. **Date** – This column displays the **invoice date**.
- F. **Amount** – This column displays the **invoice amount**.
- G. **Outstanding Balance** – This column displays the **outstanding balance** after credit memos or Vendor adjustments.

H. **Payment Method** – This column displays the **payment method** for the invoice.

I. **View all** – When a Vendor has multiple invoices, users can click the **View all** button to display all invoices linked to the Vendor in the **All Invoices** grid. The **All Invoices** grid will be filtered using the Vendor's name

Number	PO Numbers	Vendor	Date	Due Status	Amount	Open Balance (Outst - Paid)	Outstanding Balance	Projects	Open PO Balance	Status	Action
INV-10653		Corpay Sample Vendor	08/06/2025	PAST DUE	\$15.00	\$15.00	\$15.00		\$0.00	PENDING	View all
INV-10629		Corpay Sample Vendor	06/18/2025	PAST DUE	\$100.00	\$0.00	\$100.00		\$0.00	OPEN (P...	View all
792024		Corpay Sample Vendor	11/14/2024	PAST DUE	\$3.11	\$3.11	\$3.11		\$0.00	PENDING	View all

Payments Tab

The **Payments** tab contains a list of all payments associated with a Vendor. This tab is helpful for locating Vendor-specific payments and tracking the status of payments.

Payment Number	Payment Method Type	Status	Invoice Number	Date	Amount	Reference Number
PAY-52774	Check	PENDING	INV-16038	04/01/2025	\$12.00	P145718
PAY-86235	Check	PENDING	INV-18356	04/22/2025	\$50.00	P150845
PAY-101882	Check	PENDING	INV-287958, INV-287957, INV-287953	05/08/2025	\$10,076.02	P155112
PAY-109304	Check	VOID	INV-331183	05/19/2025	\$1,234.00	P162191
PAY-109305	Check	PENDING	INV-331186	05/19/2025	\$12.00	P162193
PAY-109310	Check	PENDING	INV-331194	05/19/2025	\$9,012.00	P162196
PAY-109316	Check	PENDING	INV-331187	05/19/2025	\$1,234.00	P162201
PAY-109338	Check	PENDING	INV-331215	05/19/2025	\$100.00	1919198712
PAY-109340	Check	PENDING	INV-331217	05/19/2025	\$100.00	P163308
PAY-109502	Check	PENDING	INV-332073	05/27/2025	\$10.00	P163776

A. **Payment Number** – This column displays the **payment number**. Click the **Payment Number** link to open the **Payment Details** page.

- B. **Payment Method Type** – This column displays the **type of payment method**.
- C. **Status** – This column displays the **status** of the payment.
- D. **Invoice Number** – This column displays the **invoice number(s)** associated with the payment.
- E. **Date** – This column displays the **payment date**.
- F. **Amount** – This column displays the **payment amount**.
- G. **Reference Number** – This column displays the payment’s **reference number**, which is a **key identifier** used to **track and manage transactions**.
- H. **View all** – When a Vendor has multiple payments, users can click the **View all** button to display all payments linked to the Vendor in the **Payments** grid. The **Payments** grid will be filtered using the Vendor’s name

Payment Number	Vendor	Date	Amount	Balance	Status	Is Scheduled	Ref. Number	Invoice Number	Payment Method Type	Settled Payment Method	Check Number	Estimated Delivery Date	Originating Account	Payment Trans. Date	Action
PAY-113957	Corpay Test	08/07/2025	\$18.00	\$0.00	PENDING	Yes	P180227	INV-335870	Check	Check		09/03/2025	SVB		View all
PAY-109304	Corpay Test	05/19/2025	\$1,234.00	\$935.00	VOID	Yes	P162191	INV-331183	Check	Check			SVB		View all

Credit Memos Tab

The **Credit Memos** tab displays all credit memos associated with the Vendor. Users can utilize the **Credit Memos** tab to locate Vendor-specific credit memos, add new credit memos, and see which credit memos have been applied.

Payment Number	Status	Invoice Number	Date	Amount	Reference Number
CM-48704	APPLIED	INV-15295, INV-15297, INV-18191	03/18/2025	\$160.00	
CMqa-0912	AVAILABLE	INV1qa212	06/16/2025	\$699.95	
CM1qaq12	APPLIED	INV1qaq11	06/16/2025	\$200.00	Test-9p01
CM80069CPX1-1	AVAILABLE	INV-10746, 969745HP, INV-335706, INV-335868	06/25/2025	\$699.95	
CM80069CPX1-2	AVAILABLE		06/25/2025	\$699.95	

- A. **Add Credit Memo** – Click the **Add Credit Memo** button to open the **Add Vendor Credit** dialog, where users can add a new credit memo to the Vendor.


- B. **Payment Number** – This column displays the **credit memo number**. Click the **Payment Number** link to open the **Credit Memo Details** page.
- C. **Status** – This column displays the **status** of the credit memo.
- D. **Invoice Number** – This column displays the **invoice number(s)** associated with the credit memo.
- E. **Date** – This column displays the **Credit Memo Date**.
- F. **Amount** – This column displays the **credit memo amount**.
- G. **Reference Number** – This column displays the **credit memo reference number**.
- H. **View all** – When a Vendor has multiple credit memos, users can click the **View all** link to view all credit memos linked to the Vendor in the **Credit Memos** grid. The **Credit Memos** grid will be filtered by the associated Vendor.

Number	Vendor	Date	Submit Date	Payment Type	Amount	Balance	Invoices	Status	Ref. Number	Posting/Prior Period	Action
CM-109403	Corpay Test	05/20/2025	05/20/2025	CREDIT	\$123.00	\$0.00	INV-331314	APPLIED			View all
INV-T-19141-0398	Corpay Test	11/26/2024	11/26/2024	CREDIT	\$10.00	\$0.00	INV-15798, INV-13283	APPLIED			View all

Purchase Orders

The **Purchase Orders** tab contains a list of all purchase orders associated with a Vendor, which is helpful when locating a Vendor-specific purchase order. Users can also add a new purchase order from the **Purchase Orders** tab.

Invoices Payments Credit Memos **Purchase Orders** Corporate Cards Purchases Accruals Campaigns

Recently Updated Add PO 

B Number	C Status	D Date	E Applied Amount	F Gross PO Balance	G Open PO Balance	H Accrual Balance	I Invoice Balance
PO-92194	DRAFT	07/08/2025		\$1,000.00	\$1,000.00	\$0.00	\$0.00
PO-92195	PENDING	07/08/2025		\$1,900.00	\$1,900.00	\$0.00	\$0.00
PO-90358	OPEN	06/24/2025		\$1,904.24	\$1,904.24	\$0.00	\$0.00
PO-89374	OPEN	06/03/2025		\$500.00	\$500.00	\$0.00	\$500.00
PO-66043	OPEN	02/16/2024		\$126.00	\$126.00	\$0.00	\$0.00
PO-59664	DRAFT	07/13/2023		\$25.00	\$25.00	\$0.00	\$0.00

- A. **Add PO** – Click the **Add PO** button to open the **Add Purchase Order** dialog, where users can add a purchase order to the Vendor.
- B. **Number** – This column displays the **purchase order number**. Click the **Number** link to open the **Purchase Order Details** page.
- C. **Status** – This column displays the **status** of the purchase order.
- D. **Date** – This column displays the **purchase order date**.
- E. **Applied Amount** – This column displays the **amount of the purchase order** that was **applied to the invoice**.
- F. **Gross PO Balance** – This column displays the **original amount** of the purchase order.
- G. **Open PO Balance** – This column displays the **remaining amount** still available on the purchase order.
- H. **Accrual Balance** – This column displays the **balance of the accrual** connected to the purchase order.
- I. **Invoice Balance** – This column displays the **remaining unpaid amount** on the invoice.

Corporate Cards

The **Corporate Cards** tab contains a list of all corporate cards associated with the Vendor.

A	B	C	D	E	F	G	H
Card Number	Issued To	Status	Last 4 Digits	Expiry Date	Start Date	End Date	Amount Issued
	Corpay Test2	INACTIVE			11/07/2023	09/01/2023	\$15.00

- A. **Card Number** – This column displays the **internal card ID number**.
- B. **Issued To** – This column displays the **name** of the Vendor to which the card was issued.
- C. **Status** – This column displays the **status** of the card.
- D. **Last 4 Digits** – This column displays the **last four digits** of the card.
- E. **Expiry Date** – This column displays the **expiration date** for the card if applicable.
- F. **Start Date** – This column displays the **date** when the **card was issued**.
- G. **End Date** – This column displays the **date** when the **card was or will be deactivated**.
- H. **Amount Issued** – This column displays the **amount** that was **issued on the card**.

Purchases

The **Purchases** tab contains a list of all purchases associated with the Vendor.

A	B	C	D	E	F	G
Purchase Number	Status	Merchant	Amount	Transaction Date	Type	Category
PUR-11725	POSTED	Strategies LLC	\$181.82	03/06/2025		5542

- A. **Purchase Number** – This column displays the **purchase number**.

- B. **Status** – This column displays the **status** of the purchase.
- C. **Merchant** – This column displays the **name of the merchant** associated with the purchase.
- D. **Amount** – This column displays the **purchase amount**.
- E. **Transaction Date** – This column displays the **transaction date** for the purchase.
- F. **Type** – This column displays the **type** of purchase.
- G. **Category** – This column displays the **category code** for the purchase.

Accruals

The **Accruals** tab contains a list of all accruals associated with the Vendor, with links to associated accruals in the **Accruals** grid. Users can also add an accrual to a Vendor from the **Accruals** tab.

B	C	D	E	F	G	H	I	J
Number	Campaign	Status	Date	PO Number	Amount	Open PO Balance	Accrual Balance	Invoice Balance
13922	CAMP-68	NEW	07/08/2025		\$550.00		\$550.00	
13494		REJECTED	05/26/2024		\$10.00		\$10.00	

- A. **Add Accrual** – Click the **Add Accrual** button to open the **Add Accrual** dialog, where users can add a new accrual to the Vendor.
- B. **Number** – This column displays the **accrual number**. Click the **Number** link to open the **Accrual Details** page.
- C. **Campaign** – This column displays the **campaign number** associated with the accrual if applicable. Click the **Campaign** link to open the **Campaign Details** page.
- D. **Status** – This column displays the **status of the accrual**.
- E. **Date** – This column displays the **accrual date**.

- F. **PO Number** – This column displays the **purchase order number** associated with the accrual.
- G. **Amount** – This column displays the **accrual amount**.
- H. **Open PO Balance** – This column displays the **remaining amount** still **available on the purchase order**.
- I. **Accrual Balance** – This column displays the **accrual balance**.
- J. **Invoice Balance** – This column displays the **invoice balance** associated with the accrual.

Campaigns

The **Campaigns** tab contains a list of all campaigns associated with the Vendor.

Number	Name	Status	Service Period
CAMP-860	testing campaign	ACTIVE	2025-08-29 - 2025-09-04

- A. **Number** – This column displays the **campaign number**. Click the **Number** link to open the **Campaign Details** page.
- B. **Name** – This column displays the **name** of the campaign.
- C. **Status** – This column displays the **status** of the campaign.
- D. **Service Period** – This column displays the **service period** for the campaign.

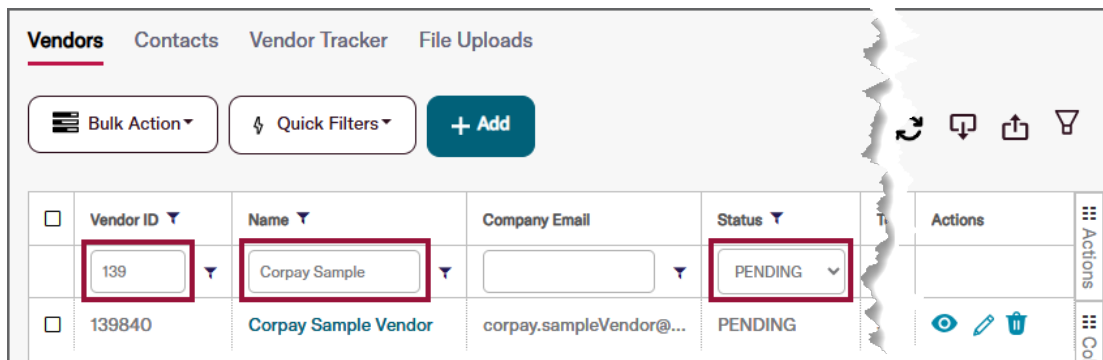
C. **Download** – Click the **Download**  icon to **download** a copy of the document.

D. **Delete** – Click the **Delete**  icon to **delete** the document.

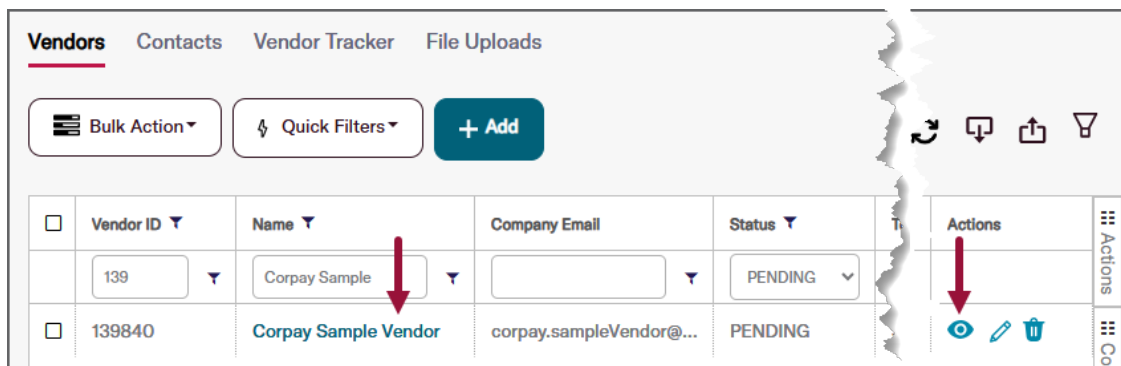
Upload Documents to a Vendor

This section describes how to upload documents to a Vendor, such as supporting information or other relevant documents.

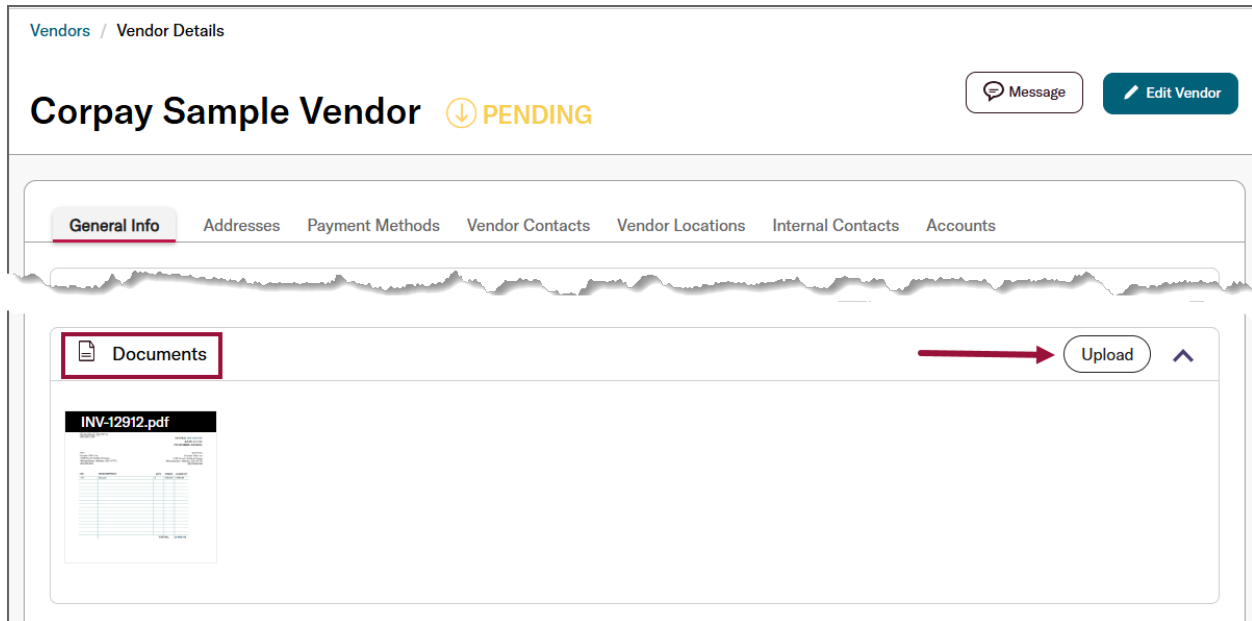
1. On the **Vendors** tab in the **Vendors** module, use the **filter fields** to locate the desired Vendor. Users can search by fields such as **Vendor ID**, **Name**, **Company Email**, **Status**, or **Source Document**. Partial values are accepted in text fields.



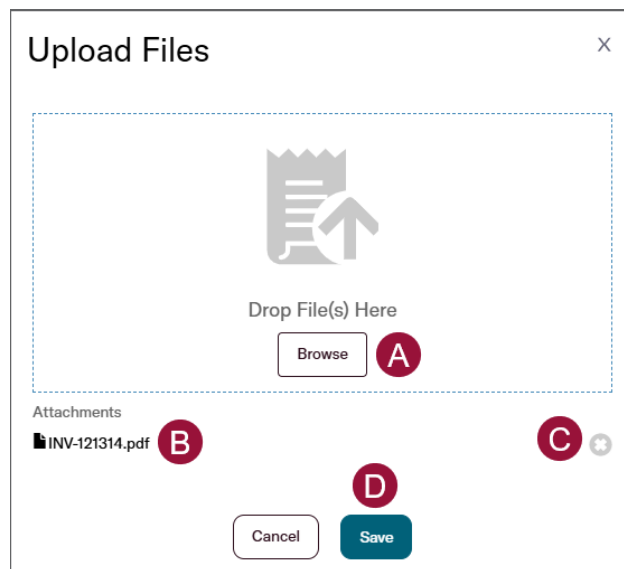
2. Click the **Name** link or **View**  icon to open the **Vendor Details** page.




3. On the **Vendor Details** page, scroll down to the **Documents** panel and click the **Upload** button.

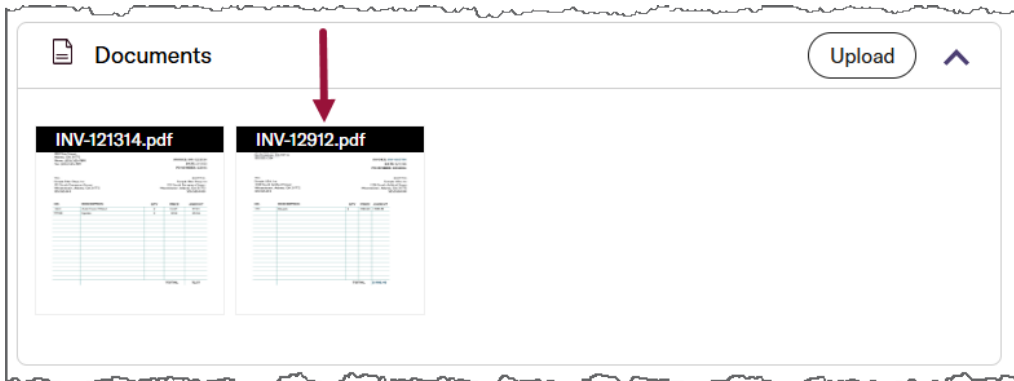


4. Complete the following steps on the **Upload Files** dialog:



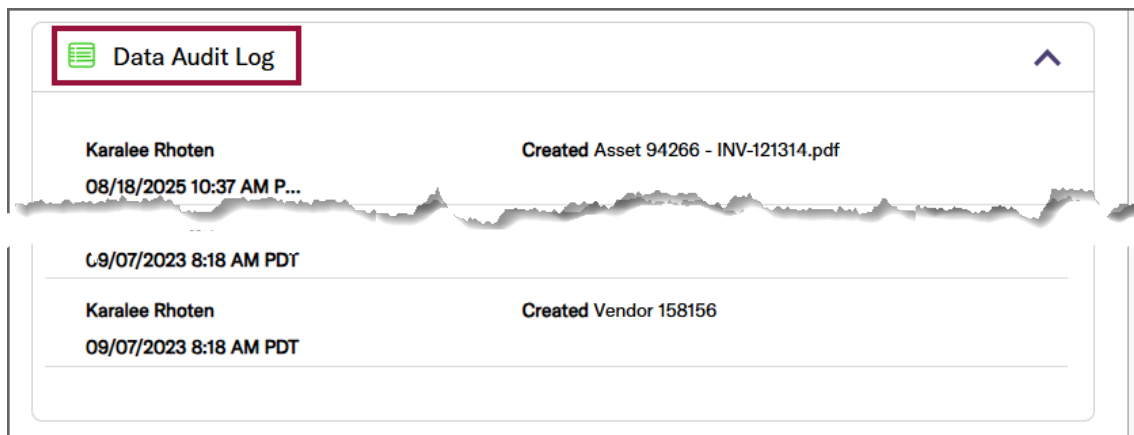
- A. **Browse** – Click the **Browse** button and then use your computer's file browser to **locate the file** to be attached.
- B. **Attachments** – The file will display in the **Attachments** section.

- C. **Remove** – Click the **Remove**  icon to **remove** the attached document.
 - D. **Save** – Click the **Save** button to **upload the document** and **save** it to the **Vendor Details** page.
5. The **Updated** dialog will display, and the document will show in the **Documents** panel on the **Vendor Details** page.



Data Audit Log

The **Data Audit Log** records all actions on a Vendor, including creation, status, and property changes. Users can use this information for data audits.



While each Vendor may follow a unique path, this section highlights some of the **most common system updates** throughout the process. The examples on the subsequent pages will follow a Vendor from its creation.

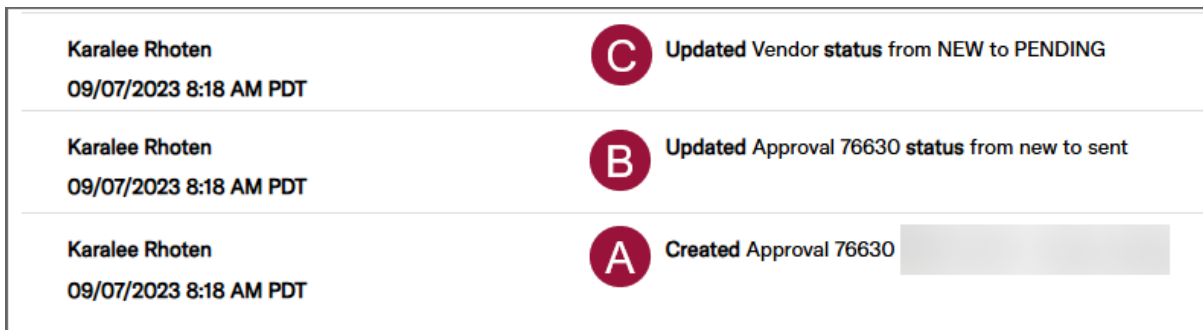
The most recent Vendor updates appear at the top of the log, while the creation message is located at the bottom, as it marks the first step in the process.

Vendor Creation Example



A. The Vendor was **created** on 09/07/2023 at 8:18 AM Pacific Daylight Time (PDT).

Vendor Approval Example

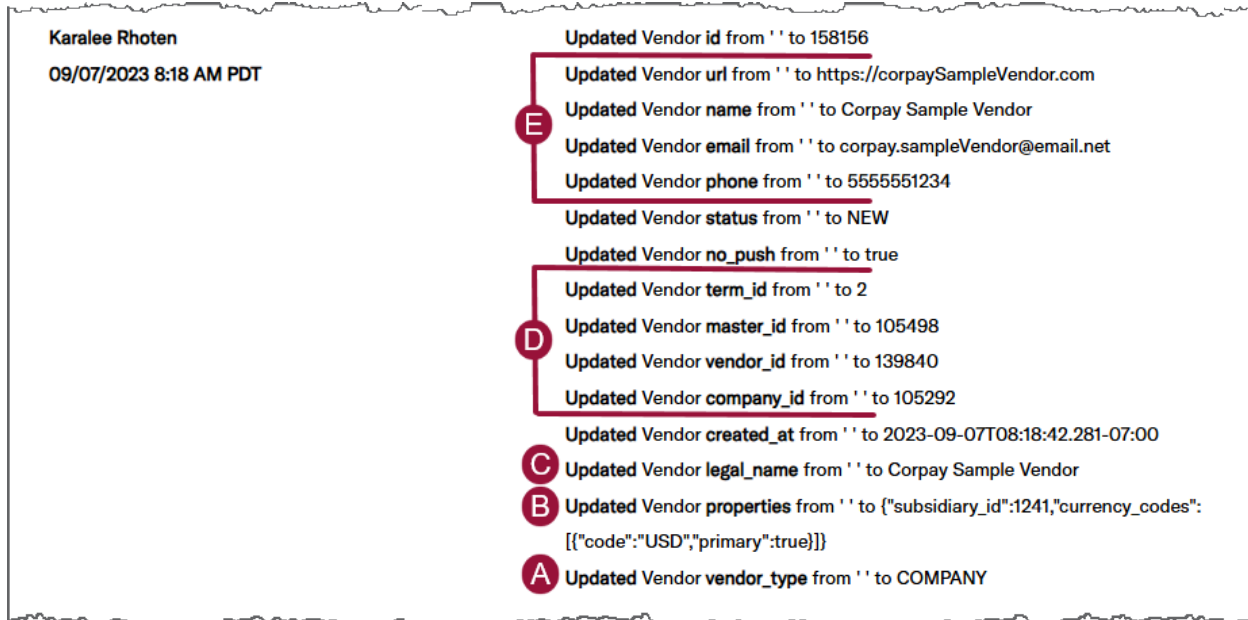


A. An **approval was created** for the Vendor and **sent** to the designated approver on 09/07/2023 at 8:18 AM PDT.

B. The status of the approval was updated from **New** to **Sent** on 09/07/2023 at 8:18 AM PDT.

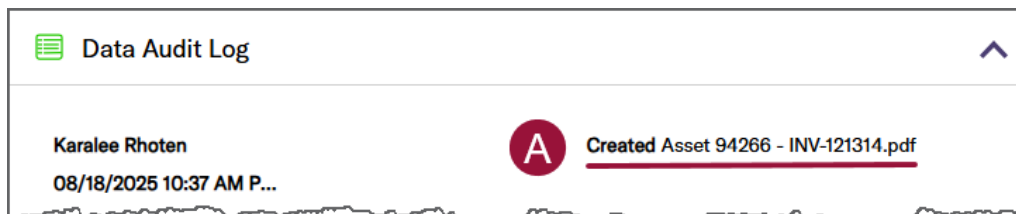
C. The **status** of the Vendor changed from **New** to **Pending** on 09/07/2023 at 8:18 AM PDT.

Vendor Properties Example



- A. The **Vendor Type** was **updated** from **blank** to **Company** on 09/07/2023 at 8:18 AM PDT.
- B. The **Subsidiary ID** and **Currency Codes** were added on 09/07/2023 at 8:18 AM PDT.
- C. The Vendor's **Legal Name** was changed to **Corpay Sample Vendor** on 09/07/2023 at 8:18 AM PDT.
- D. The **Company ID**, **Vendor ID**, **Master ID**, and **Term ID** were created on 09/07/2023 at 8:18 AM PDT.

Attached Document Example

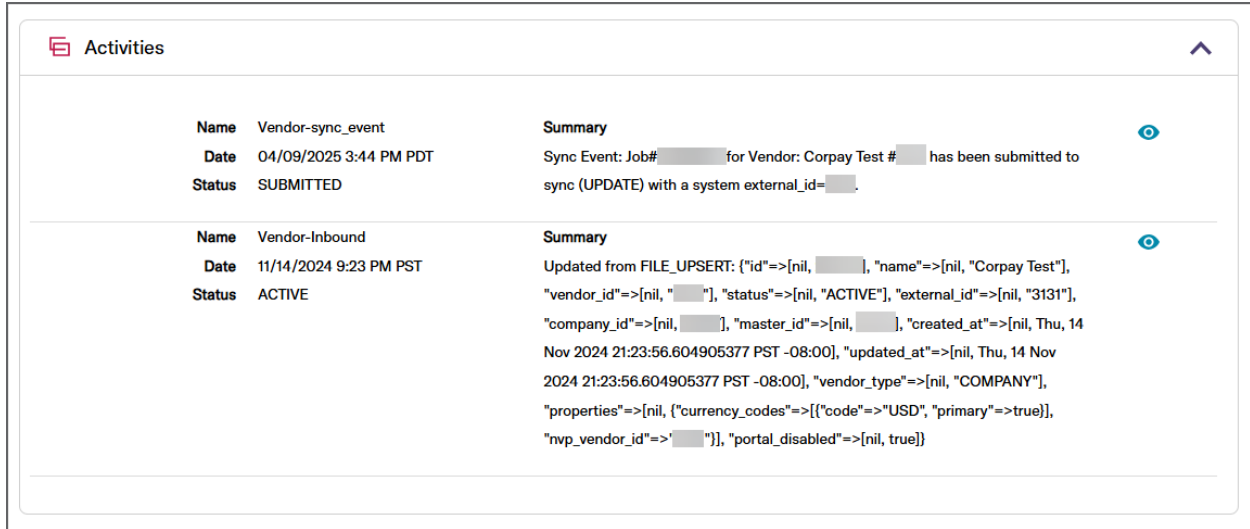


- A. A **document (asset)** was **attached** to the Vendor on 08/18/2025 at 10:37 AM PDT.

Activities

The **Activities** section shows updates from synchronizations, such as sync events and integration runs. This section can also be used to research sync errors.

The most recent Vendor updates appear at the top of the **Activities** section.



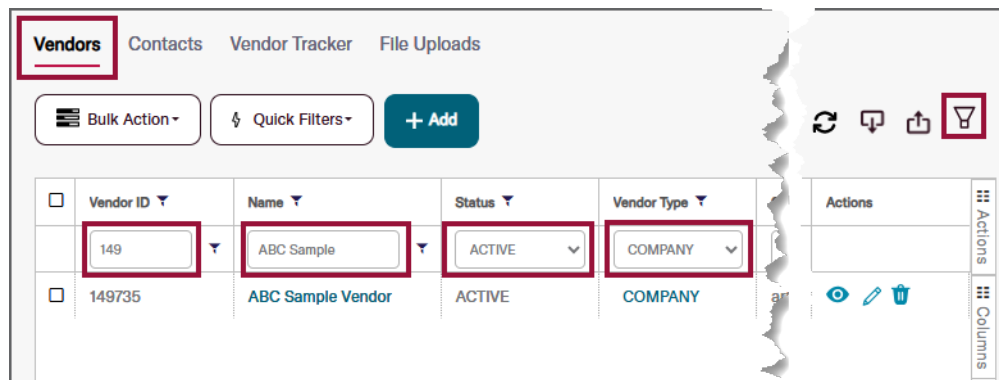
The screenshot shows the 'Activities' section with two entries. The first entry is a 'Vendor-sync_event' from 04/09/2025 3:44 PM PDT, with a status of 'SUBMITTED'. The second entry is a 'Vendor-Inbound' from 11/14/2024 9:23 PM PST, with a status of 'ACTIVE'. Both entries have a summary and a toggle icon.

Name	Date	Status	Summary
Vendor-sync_event	04/09/2025 3:44 PM PDT	SUBMITTED	Sync Event: Job# [redacted] for Vendor: Corpay Test # [redacted] has been submitted to sync (UPDATE) with a system external_id=[redacted].
Vendor-Inbound	11/14/2024 9:23 PM PST	ACTIVE	Updated from FILE_UPSERT: {"id"=>[nil, [redacted]], "name"=>[nil, "Corpay Test"], "vendor_id"=>[nil, "[redacted]"], "status"=>[nil, "ACTIVE"], "external_id"=>[nil, "3131"], "company_id"=>[nil, [redacted]], "master_id"=>[nil, [redacted]], "created_at"=>[nil, Thu, 14 Nov 2024 21:23:56.604905377 PST -08:00], "updated_at"=>[nil, Thu, 14 Nov 2024 21:23:56.604905377 PST -08:00], "vendor_type"=>[nil, "COMPANY"], "properties"=>[nil, {"currency_codes"=>[{"code"=>"USD", "primary"=>true}], "nvp_vendor_id"=>[redacted]}], "portal_disabled"=>[nil, true]}

Mark a Vendor as Paid Externally

This section describes how to mark a Vendor as paid externally from Corpay Complete.

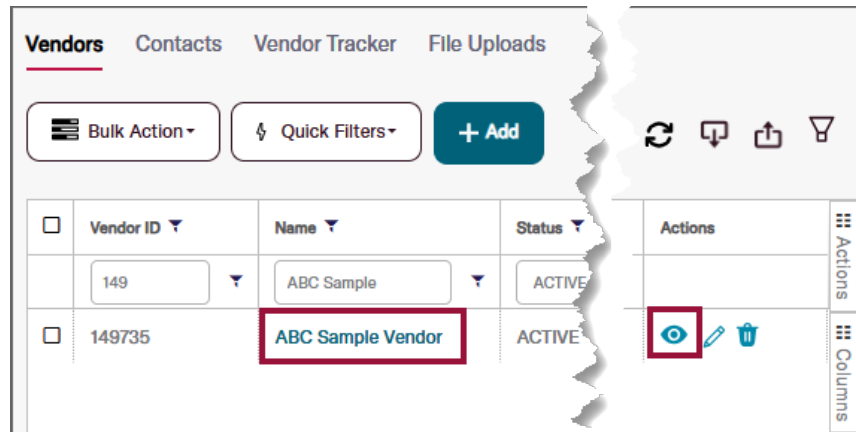
1. On the **Vendors** tab in the **Vendors** module, search for the desired Vendor using the [filter fields](#).



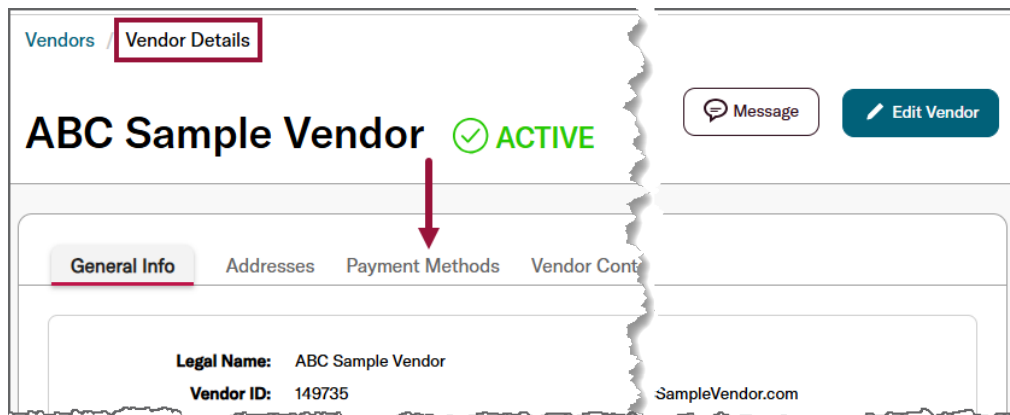
The screenshot shows the 'Vendors' module interface. The 'Vendors' tab is selected. Below the tabs are buttons for 'Bulk Action', 'Quick Filters', and '+ Add'. A table lists vendors with columns for 'Vendor ID', 'Name', 'Status', and 'Vendor Type'. The first row is highlighted with a red box around the 'Vendor ID' (149), 'Name' (ABC Sample), 'Status' (ACTIVE), and 'Vendor Type' (COMPANY). To the right of the table are icons for refresh, print, share, and a funnel icon. Below the table are icons for search, edit, and delete.

Vendor ID	Name	Status	Vendor Type	Actions
149	ABC Sample	ACTIVE	COMPANY	
149735	ABC Sample Vendor	ACTIVE	COMPANY	

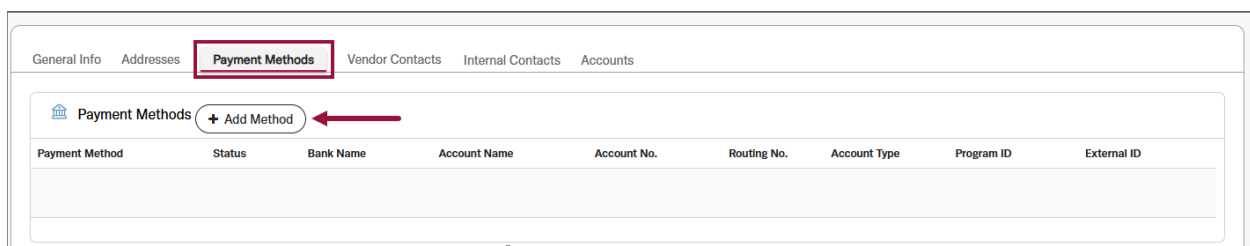
2. Click the Vendor **Name** link or **View**  icon to open the **Vendor Details** page.



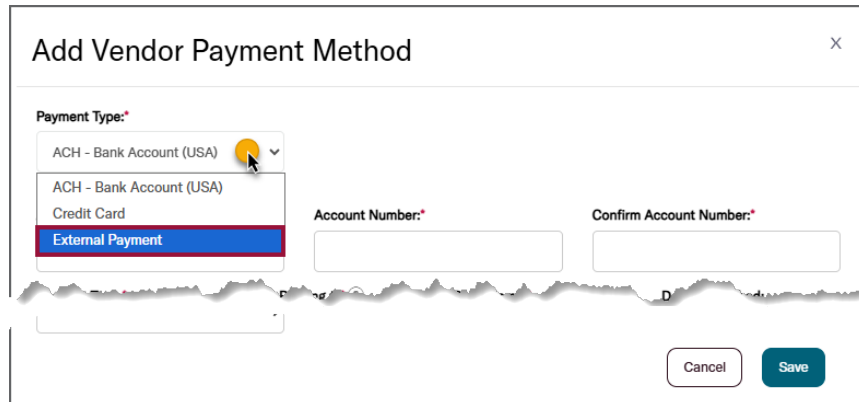
3. On the **Vendor Details** page, click the **Payment Methods** tab.



4. On the **Payment Methods** tab, click the **+ Add Method** button.

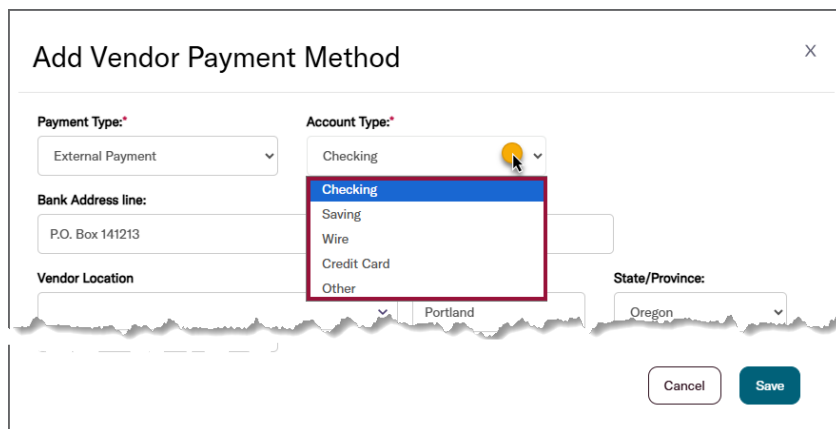


5. In the **Add Vendor Payment Method** dialog, click the **Payment Type** drop-down and select **External Payment**.



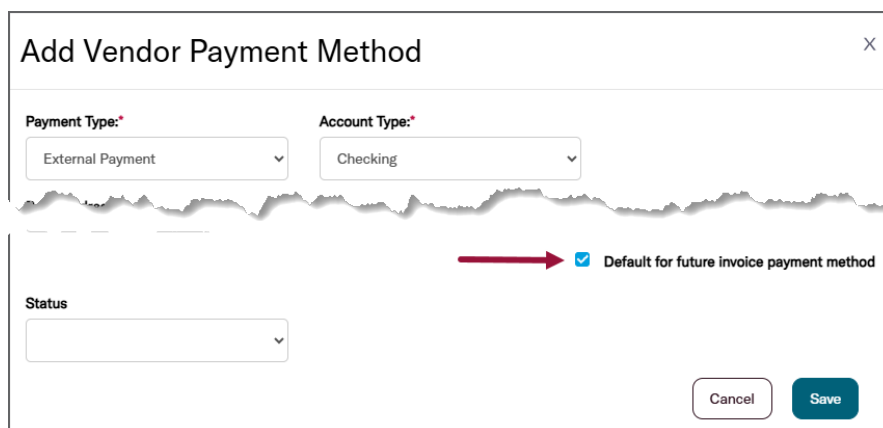
The screenshot shows the 'Add Vendor Payment Method' dialog box. The 'Payment Type' dropdown menu is open, displaying three options: 'ACH - Bank Account (USA)', 'ACH - Bank Account (USA)', and 'External Payment'. The 'External Payment' option is highlighted with a blue background and a red border. The 'Account Number' and 'Confirm Account Number' fields are empty. The 'Cancel' and 'Save' buttons are visible at the bottom right.

6. Click the **Account Type** drop-down and select the **type of external account** that will be used to pay the Vendor.



The screenshot shows the 'Add Vendor Payment Method' dialog box. The 'Payment Type' dropdown is set to 'External Payment'. The 'Account Type' dropdown menu is open, displaying five options: 'Checking', 'Saving', 'Wire', 'Credit Card', and 'Other'. The 'Checking' option is highlighted with a blue background and a red border. The 'Bank Address line' field contains 'P.O. Box 141213'. The 'Vendor Location' field contains 'Portland'. The 'State/Province' dropdown is set to 'Oregon'. The 'Cancel' and 'Save' buttons are visible at the bottom right.

7. To set external payments as the **default payment method** for the Vendor, select the **Default for future invoice payment method** checkbox.



The screenshot shows the 'Add Vendor Payment Method' dialog box. The 'Payment Type' dropdown is set to 'External Payment' and the 'Account Type' dropdown is set to 'Checking'. A red arrow points to the 'Default for future invoice payment method' checkbox, which is checked. The 'Status' dropdown is empty. The 'Cancel' and 'Save' buttons are visible at the bottom right.

8. Click the **Save** button at the bottom of the **Add Vendor Payment Method** dialog.

Add Vendor Payment Method [X]

Payment Type: External Payment [v]
Account Type: Checking [v]

Bank Address line: _____

Cancel Save

9. The **Added** dialog will display, and the external payment method will display on the **Payment Methods** tab.

Added [X]

Payment Method Added

General Info Addresses **Payment Methods** Vendor Contacts Internal Contacts Accounts

Payment Methods + Add Method

Payment Method	Status	Bank Name	Account Name	Account No.	Routing No.	Account Type	Program ID	External ID
external	ACTIVE 0	--				checking		★ ✎ 🗑

Contacts Tab

This section explains how to use the Vendor **Contacts** tab, where all Vendor contacts are displayed, and users can:

- View all Vendor contacts.
- Add new Vendor contacts.
- Send a Vendor Portal Welcome email.
- Edit Vendor contact information.

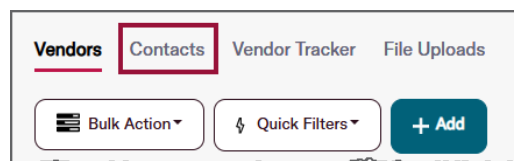
Note: Users must have one of the following roles to add and edit Vendor contacts: **admin_vendor_contacts**, **admin_vendor**, **vendor_no_delete**, **universal_admin**, **system_admin**, or **application_admin**.

- Download Vendor contact data in a CSV or Excel format.

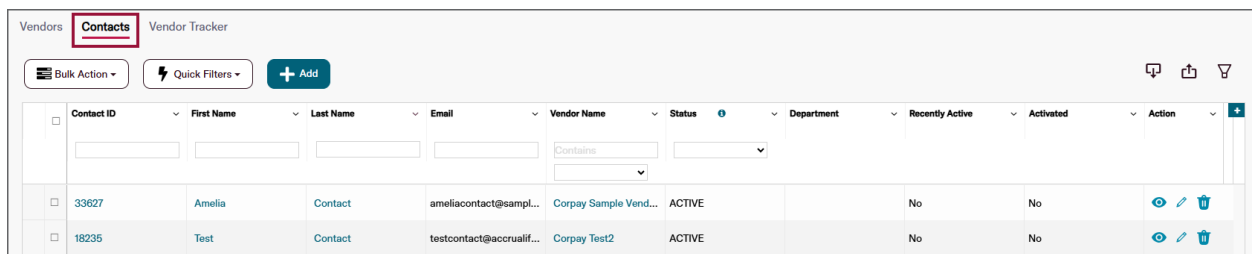
Access the Contacts Tab

This section describes how to access the Vendor **Contacts** tab.

1. In the **Vendors** module, click the **Contacts** tab.



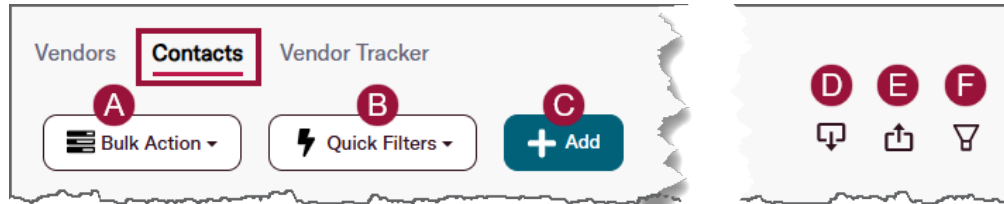
2. The **Contacts** tab will display.




A screenshot of the Vendor Contacts tab interface. At the top, there are tabs for 'Vendors', 'Contacts', and 'Vendor Tracker'. The 'Contacts' tab is active and highlighted with a red box. Below the tabs are buttons for 'Bulk Action', 'Quick Filters', and '+ Add'. The main area contains a table with columns: Contact ID, First Name, Last Name, Email, Vendor Name, Status, Department, Recently Active, Activated, and Action. The table has two rows of data.

Contact ID	First Name	Last Name	Email	Vendor Name	Status	Department	Recently Active	Activated	Action
33827	Amelia	Contact	ameliacontact@sampl...	Corpay Sample Vend...	ACTIVE		No	No	
18235	Test	Contact	testcontact@accruallif...	Corpay Test2	ACTIVE		No	No	

Action Area

The top of the **Contacts** tab contains the following action icons that are used to manage Vendor contacts.

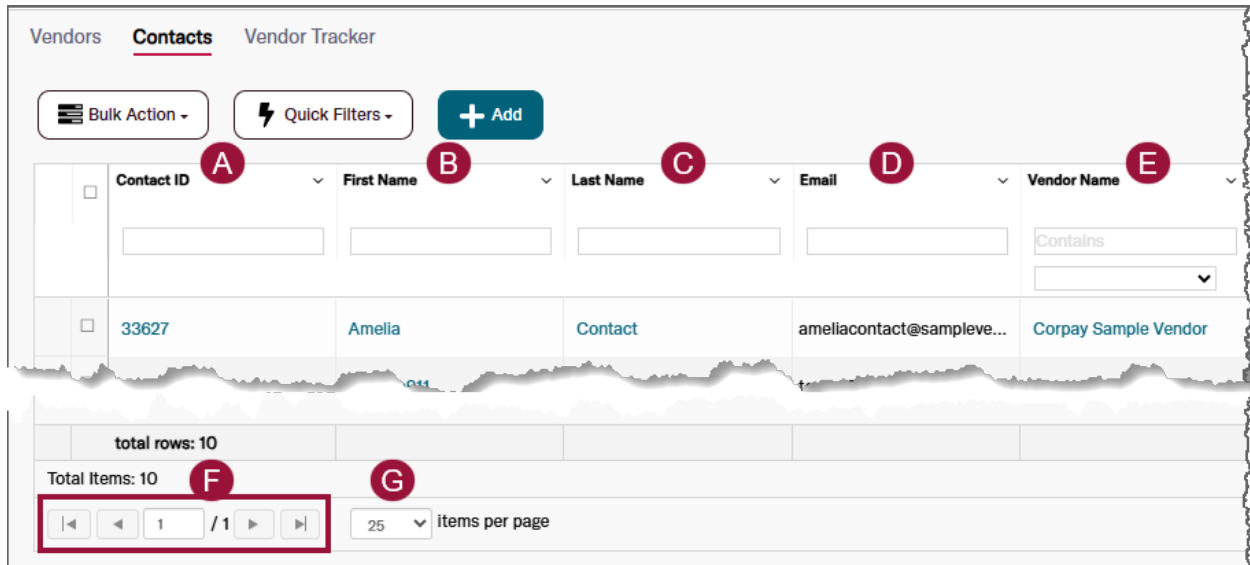


- A. **Bulk Action** – Click the **Bulk Action** drop-down to **send a Vendor Portal Welcome Email** to a Vendor contact.
- B. **Quick Filters** – Click the **Quick Filters** drop-down to:
- **Clear Filters** – Click this option to **clear all filters** from the **Contacts** grid.
 - **Reset Grid** – Click this option to **reset the Contacts** grid to its **default state**.
 - **No Vendor Specified** – Click this option to **filter the Contacts** grid by contacts that are **not linked to a Vendor**.
 - **No Associated POs** – Click this option to **filter the Contacts** grid by contacts that are **not linked to a purchase order**.
- C. **+ Add** – Users with appropriate permissions can **see and use the + Add button** to open the **Add Contact** dialog, where new contacts may be added.
- Note:** Users must have an **admin_vendor**, **admin_vendor_contacts**, **admin_users**, **universal_admin**, **system_admin**, or **application_admin** user role to add a new contact.
- D. **Export Contacts** – Click the **Export Contacts**  icon to **export and download** a copy of the Vendor contacts to a CSV file.
- E. **Import Contacts** – Click the **Import Contacts**  icon to open the **Bulk import new contacts** dialog, where users can import contacts in bulk.
- F. **Toggle Filter** – Click the **Toggle Filter**  to show or hide the **filter fields**.

Contacts Grid – Part 1

This section describes the columns in the first part of the **Contacts** grid.

Note: Visible columns depend on selections made in the [Column Editor](#).

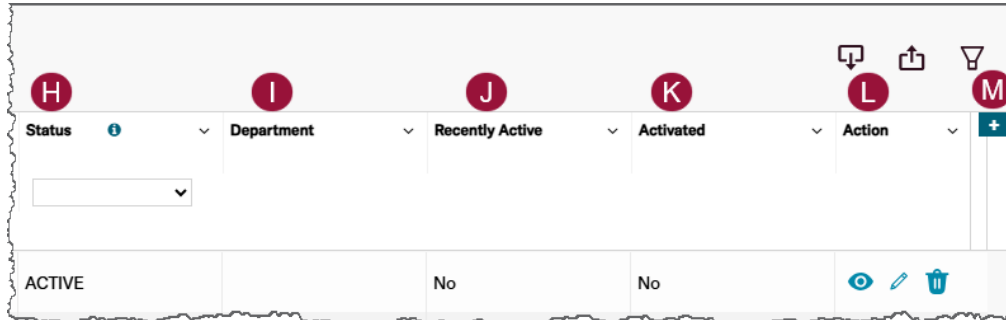


- A. **Contact ID** – This column displays the **unique identifier** for the contact. Click the **Contact ID** link to open the **Contact Details** page.
- B. **First Name** – This column displays the contact's **first name**. Click the **First Name** link to open the **Contact Details** page.
- C. **Last Name** – This column displays the contact's **last name**. Click the **Last Name** link to open the **Contact Details** page.
- D. **Email** – This column displays the contact's **email address**.
- E. **Vendor Name** – This column displays the **Vendor** associated with the contact. Click the **Vendor Name** link to open the **Vendor Details** page.
- F. **Pagination** – Use the [pagination controls](#) to manage data in the **Contacts** grid.
- G. **Items per page** – Use the [items per page](#) drop-down to control **how many contacts display** in the **Contacts** grid.

Contacts Grid – Part 2

This section describes the second half of the columns in the **Contacts** grid.

Note: Visible columns depend on selections made in the [Column Editor](#).



H. **Status** – This column displays the **status** of the contact:




- **Active** – The contact is currently **active**.
- **Inactive** – The contact has been **deactivated**.
- **Pending** – The contact is **pending approval**.

I. **Department** – This column displays the **department** associated with the contact.

J. **Recently Active** – This column indicates whether the contact has **accessed the Vendor Portal** within the **past three months**.

K. **Activated** – This column indicates whether the contact has been **activated in the Vendor Portal**.

L. **Action** – This column displays the following action icons:

- **View** – Click the **View**  icon to **open the Contact Details** page.
- **Edit** – Click the **Edit**  icon to **open the Edit Details** page.
- **Delete** – The **Delete**  icon is used to delete contact but should not be used.

IMPORTANT

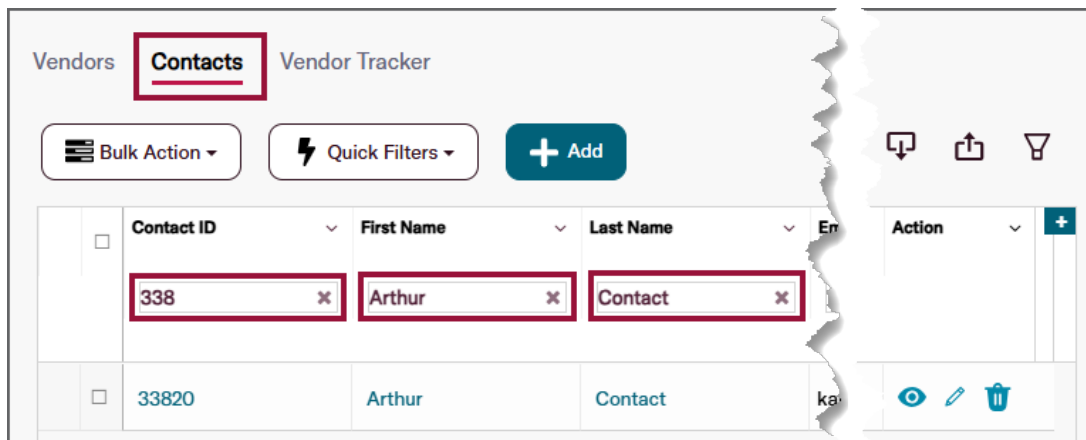
Contacts **should not be deleted**, as doing so may result in complications with information that is associated with the contact. Instead, users should **deactivate the contact**.

M. **Column Editor** – Click the **Column Editor**  to **clear filters, export data, or add and remove columns** from the **Contacts** grid.

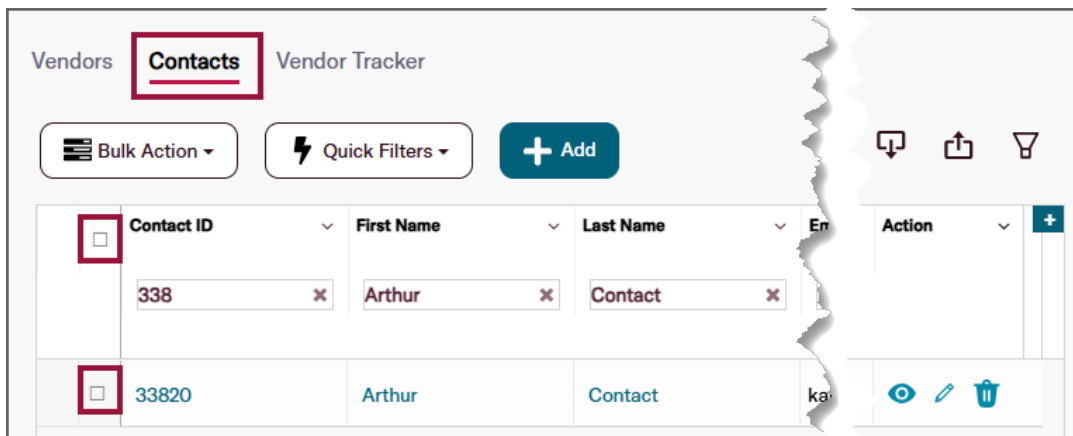
Send a Vendor Portal Welcome Email

This section explains how to send a welcome email inviting a contact to the **Vendor Portal**.

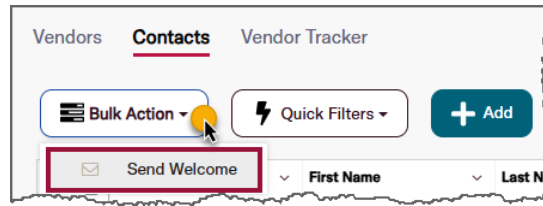
1. In the **Contacts** grid on the **Contacts** tab, search for the desired contact using the **filter fields**. Users can search by fields like **Contact ID, First Name, Last Name, and Vendor Name**. Partial values are accepted in all text fields.



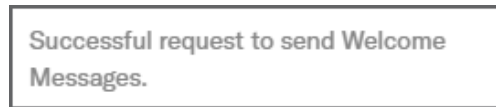
2. Click the **checkbox** next to the contact's name or the **Select All** checkbox to select all contacts in the grid.



3. Click the **Bulk Action** drop-down and select **Send Welcome**.



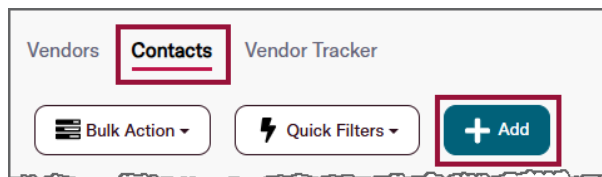
4. A confirmation dialog will display, and the contact will receive an email with further instructions on how to sign up for the **Vendor Portal**.



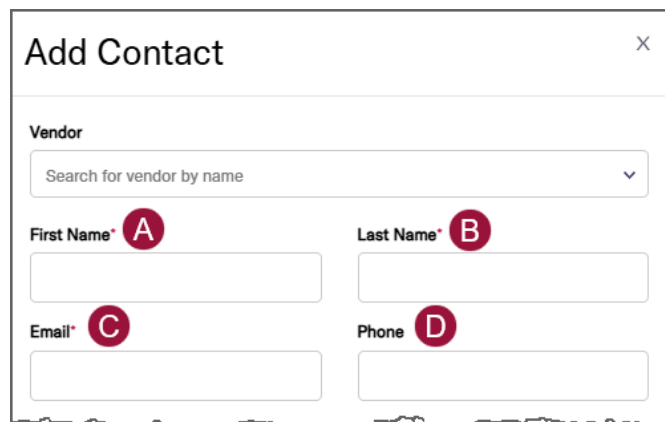
Add a New Contact

This section describes how to add a new contact without associating the person to a Vendor.

1. On the **Contacts** tab in the **Vendors** module, click the **+ Add** button.



2. Complete the following steps in the **Add Contact** dialog:



- A. **First Name** – Key in the contact's **first name**. This field is **required**.

- B. **Last Name** – Key in the contact's **last name**. This field is **required**.
- C. **Email** – Key in the contact's **email address**. This field is **required**.
- D. **Phone** – Key in the contact's **telephone number**.

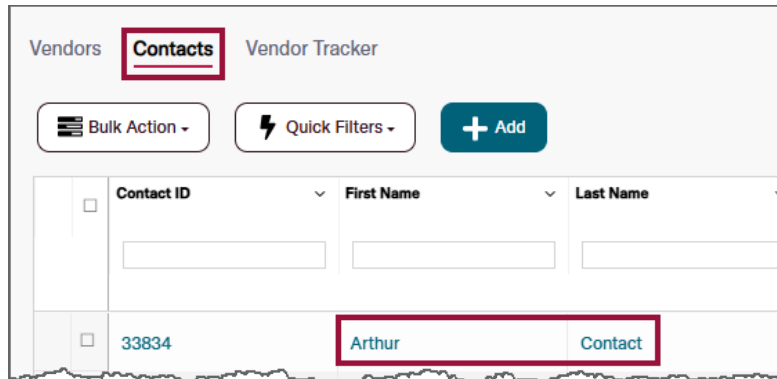
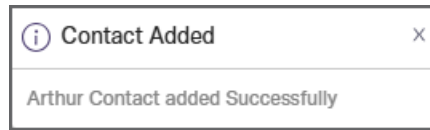
The image shows a contact form with the following fields and controls, each labeled with a red circle containing a letter:

- E**: Contact Title (text input)
- F**: Contact Subsidiary (dropdown menu with "select/search the list" text)
- G**: Business Unit (dropdown menu)
- H**: Location (dropdown menu with "-- Select Location --" text)
- I**: Status (dropdown menu with "ACTIVE" text)
- J**: + Add Department (button)
- K**: Daily Summary Email (checkbox)
- L**: Submit (button)

There is also an unlabeled "Cancel" button at the bottom right.

- E. **Contact Title** – Key in the contact's **title**.
- F. **Contact Subsidiary** – Click the **Contact Subsidiary** drop-down and select a **subsidiary** for the contact.
- G. **Business Unit** – Click the **Business Unit** drop-down and select the contact's **business unit**.
- H. **Location** – Click the **Location** drop-down and select the contact's **location**.
- I. **Status** – Click the **Status** drop-down and select a **status** for the contact.
- J. **+ Add Department** – Click the **+ Add Department** button to display the **Department** drop-down. Then, click the **Department** drop-down and select a **department** for the contact.
- K. **Daily Summary Email** – Check this box to **reduce** real-time notifications to **one daily summary email**.
- L. Click the **Submit** button to **create** the new contact.

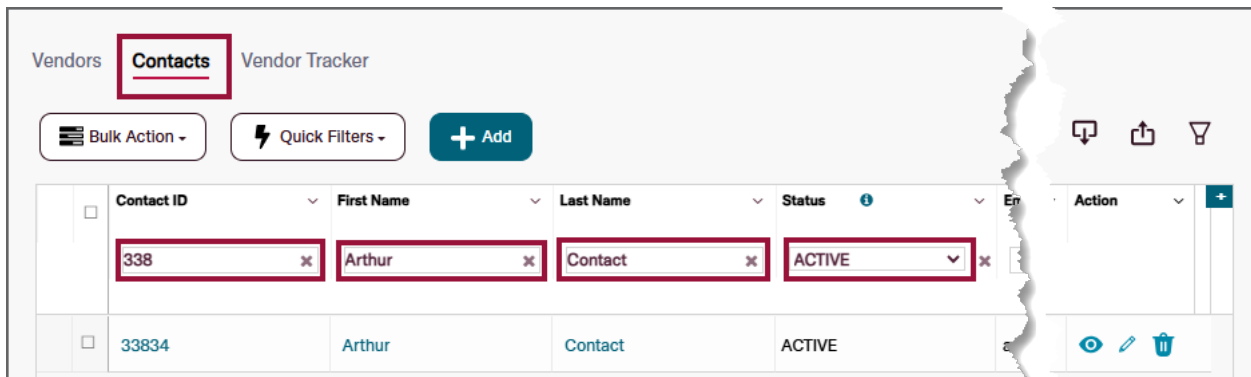
3. The **Contact Added** dialog will display, and the contact will appear in the **Contacts** grid.




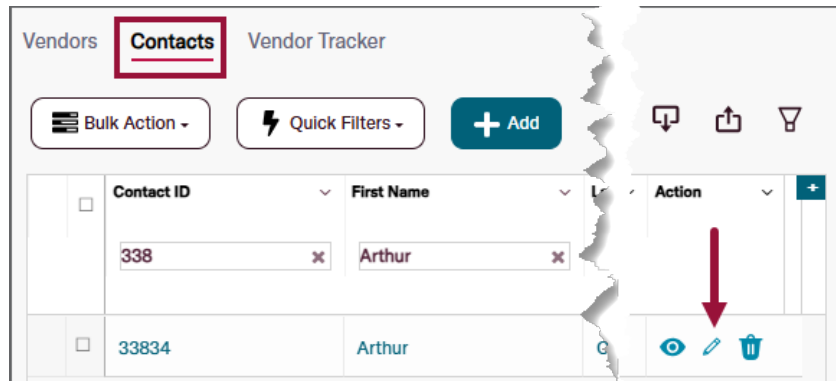
Add an Existing Contact to a Vendor

This section explains the process for adding an existing contact to a Vendor. An existing contact may be linked to a Vendor using either the **Add Contact** dialog or the **Edit Contact** page.

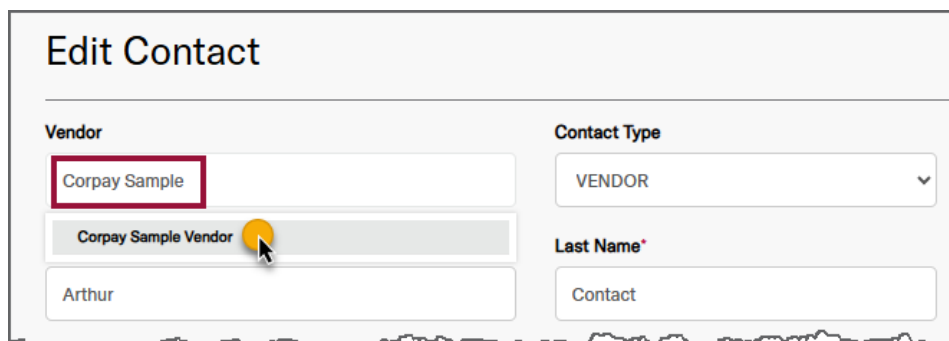
1. On the **Contacts** tab in the **Vendors** module, search for the **desired contact** in the **Contacts** grid using the filter fields.



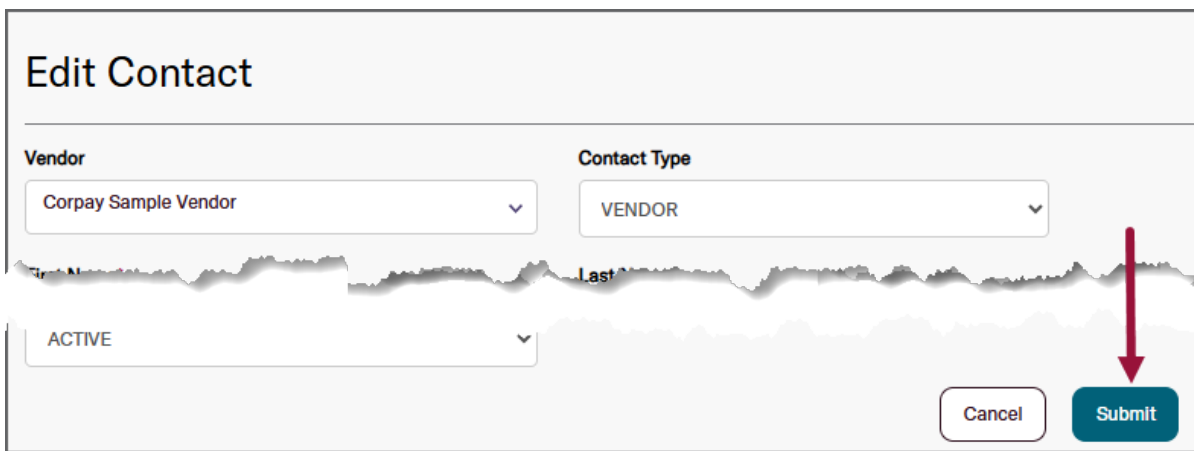
2. Click the **Edit**  icon in the **Action** column.



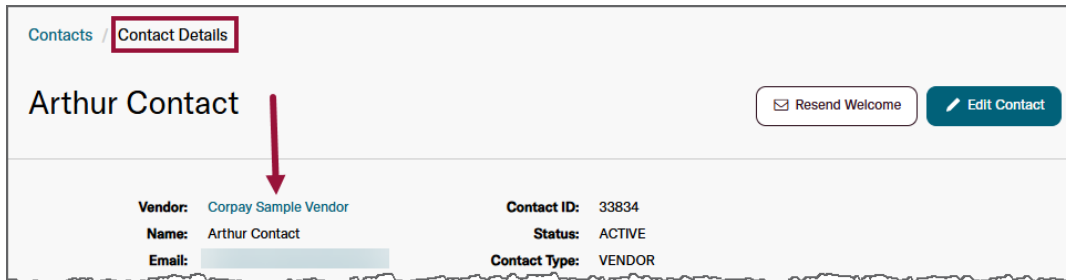
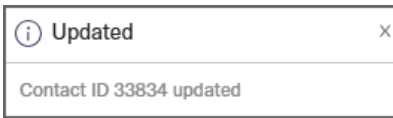
3. In the **Vendor** field on the **Edit Contact** page, key in the **name** of the Vendor to be linked to the contact. Then, select the **Vendor** from the search results.



4. Click the **Submit** button.



5. The **Updated** dialog will display, and the linked Vendor will display on the **Contact Details** page for the contact.

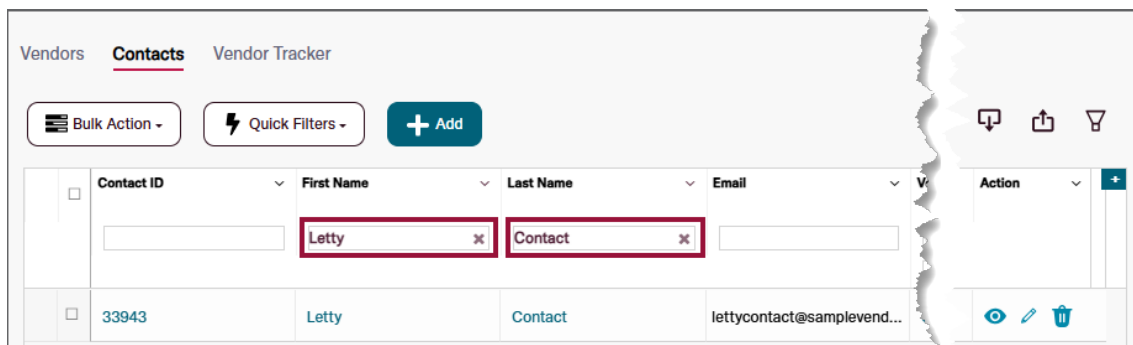


Deactivate a Vendor Contact

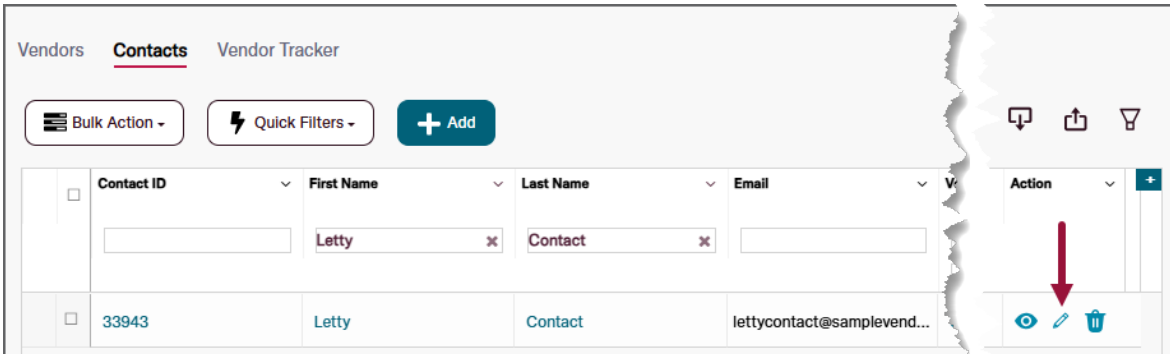
Deactivating a Vendor contact is a **controlled way to remove access** without compromising system integrity or historical data. For example, if a contact is no longer with a Vendor organization, they can be deactivated in Corpay Complete. In contrast to deletion, deactivation ensures system continuity and audit compliance.

Complete the following steps to deactivate a Vendor contact.

1. On the **Contacts** tab in the **Vendors** module, search for the desired contact using the **filter fields**.



2. Click the **Edit** icon to open the **Edit Contact** page.



3. On the **Edit Contact** page, click the **Status** drop-down and select **Inactive**.

The screenshot shows the 'Edit Contact' form. It has two columns of fields. The left column includes 'Vendor' (Sample Vendor 1), 'First Name*' (Letty), 'Phone', 'Contact ID' (33943), and 'Status'. The right column includes 'Contact Type' (VENDOR), 'Last Name*' (Contact), 'Email*' (lettycontact@samplevendor1.com), and 'External ID'. The 'Status' dropdown menu is open, showing 'ACTIVE' and 'INACTIVE' options. A mouse cursor is pointing at the 'INACTIVE' option. At the bottom right, there are 'Cancel' and 'Submit' buttons.

4. Click the **Submit** button.

Edit Contact

Vendor: Sample Vendor 1

Contact Type: VENDOR

Status: INACTIVE

Cancel Submit

5. The **Updated** dialog will display, and the **Contact Details** page will appear with the contact's status changed to **Inactive**.



Contacts / Contact Details

Letty Contact

Vendor: Sample Vendor 1

Name: Letty Contact

Email: [redacted]

Phone: [redacted]

Contact ID: 33943

Status: INACTIVE


Contact Type: VENDOR

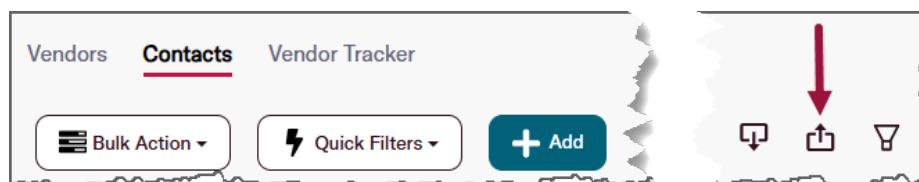
User Login: N/A

Amount Approval: 0.00

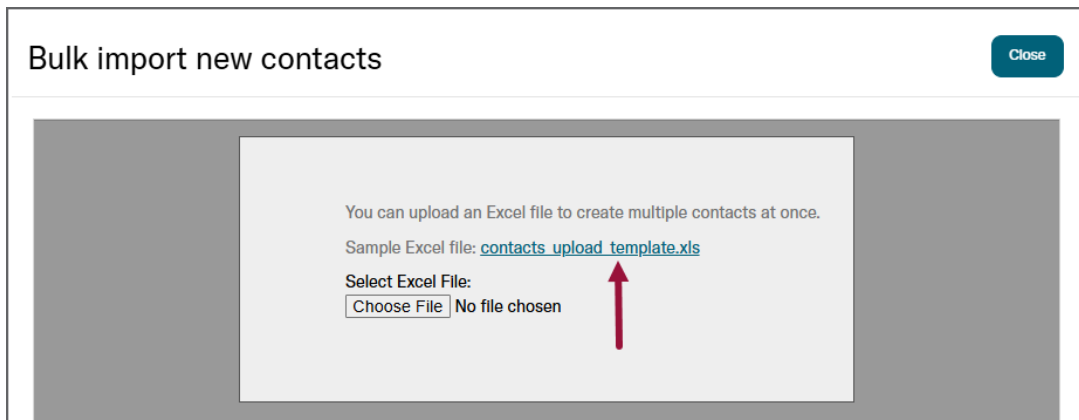
Import Contacts in Bulk

This section describes how to import contacts in bulk from the **Contacts** grid.

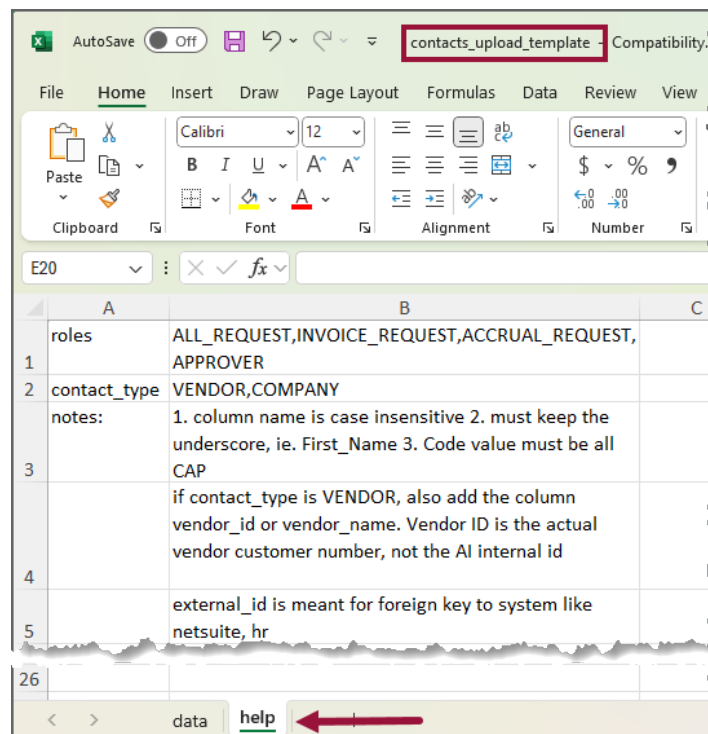
1. On the **Contacts** tab in the **Vendors** module, click the **Import Contacts**  icon.



2. In the **Bulk import new contacts** dialog, click the **contacts_upload_template.xls** link to download it to your computer.



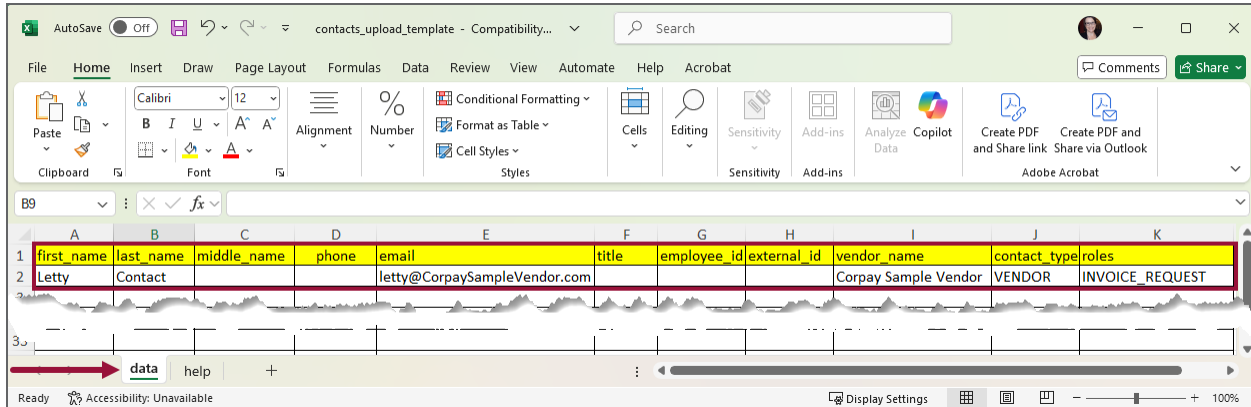
3. Locate and open the downloaded **contacts_upload_template** file in your downloads folder.
4. Click the **help** tab in the **contacts_upload_template** for guidance on completing the Excel file accurately.



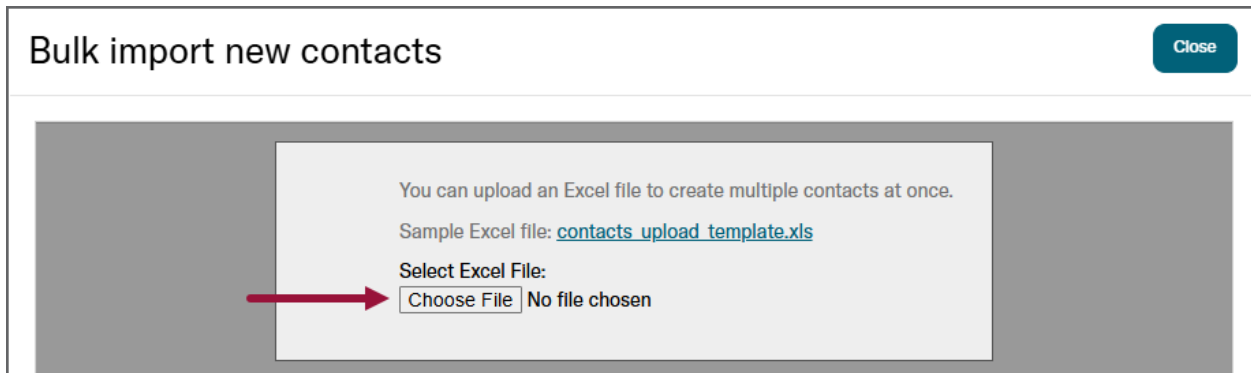
- Click the **data** tab and complete each field.

IMPORTANT

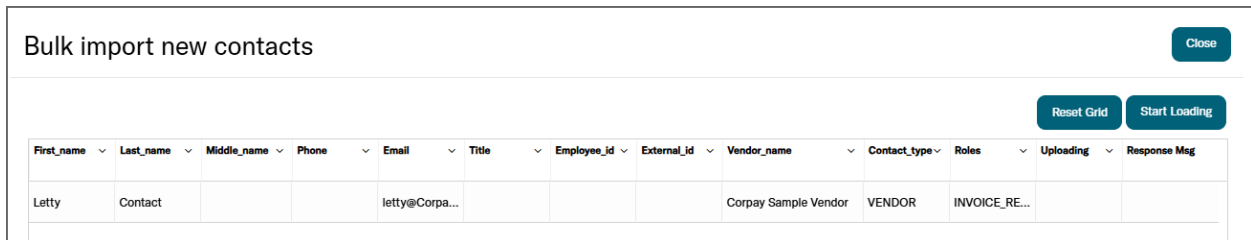
The **first_name**, **last_name**, and **email** columns are **required** to import a contact.



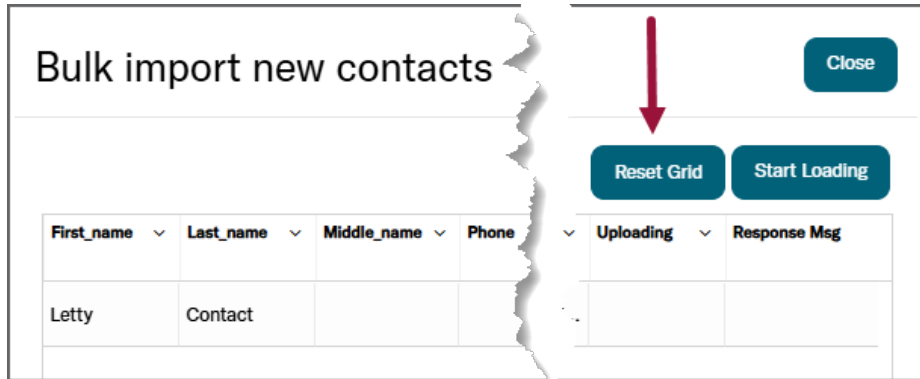
- In the **Bulk import new contacts** dialog, click the **Choose File** button and select the saved **contacts_upload_template** file.



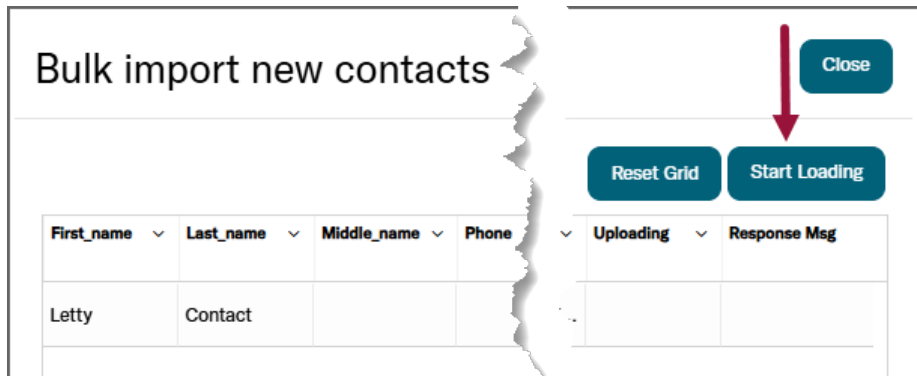
- The contact(s) from the **contacts_upload_template** file will display in the **Bulk import new contacts** dialog.



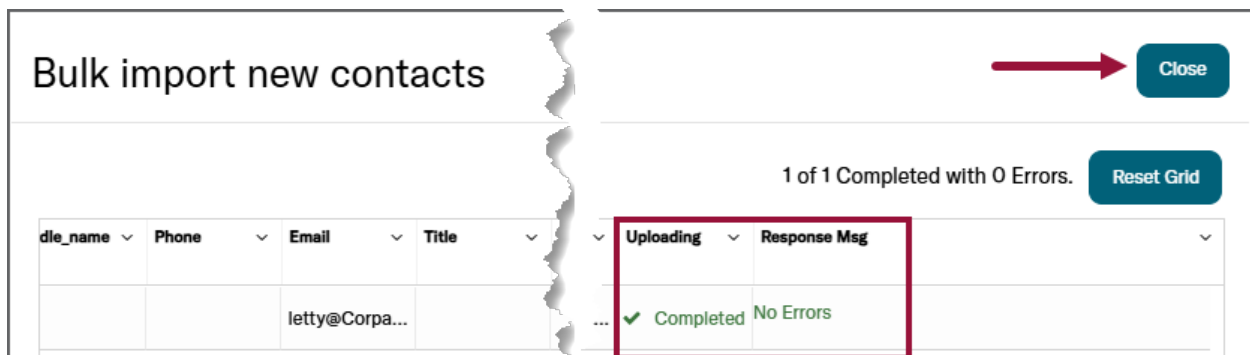
10. If any of the information was entered incorrectly, **update the contacts_upload_template** file, and then **click the Reset Grid** button to upload the file again.



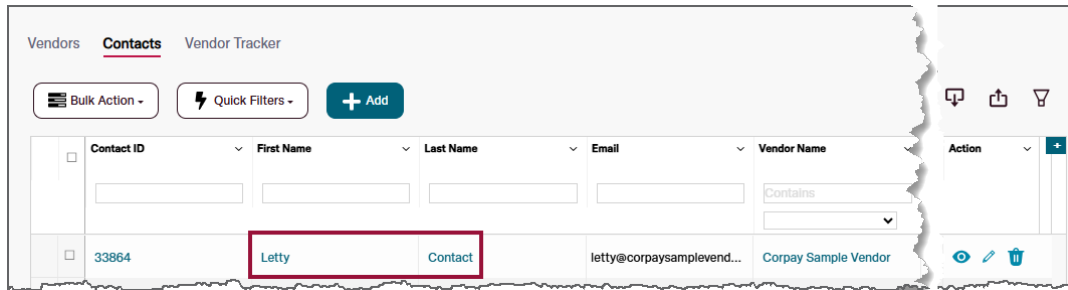
11. After confirming the contact information is correct, click the **Start Loading** button.



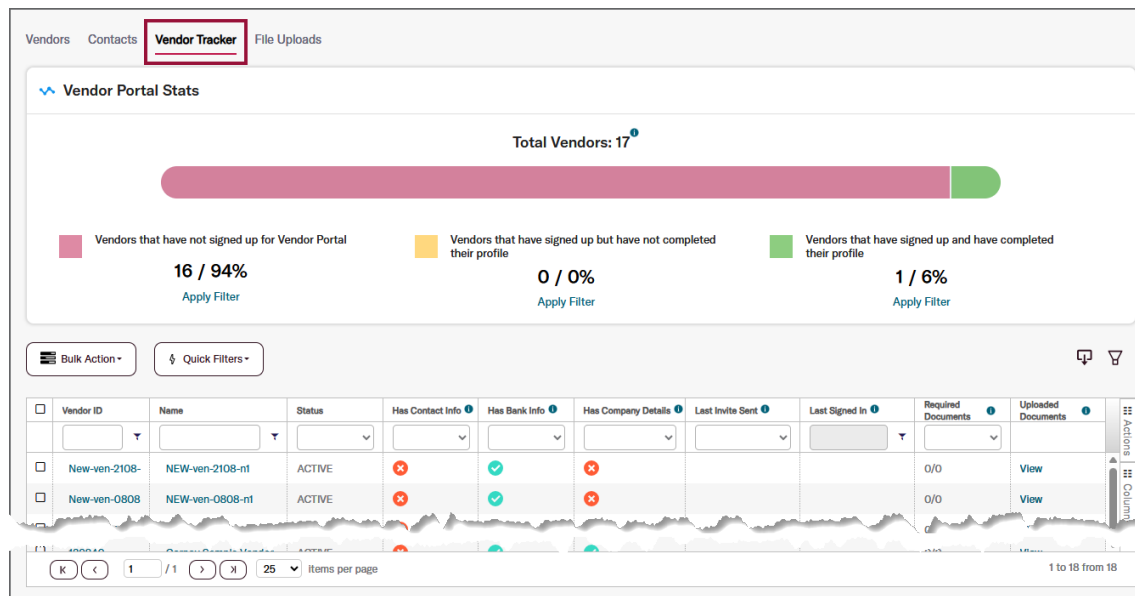
12. If the contact data is uploaded successfully, the **Uploading** column will show a **Completed** ✓ icon and the **Response Msg** column will indicate that the contact(s) were created without errors.



13. Click the **Close** button to return to the **Contacts** tab to view the newly added contact(s).



Vendor Tracker Tab



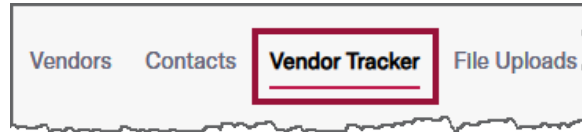
The **Vendor Tracker** tab is where users can:

- View a dashboard with various statistics on Vendors.
- Send **Complete Profile Reminder** and **Welcome** emails for the **Vendor Portal**.
- Export Vendors to a CSV or Excel file.
- Track which Vendors have completed different parts of their profile information.
- View **Vendor Portal** activity information.
- View uploaded documents.

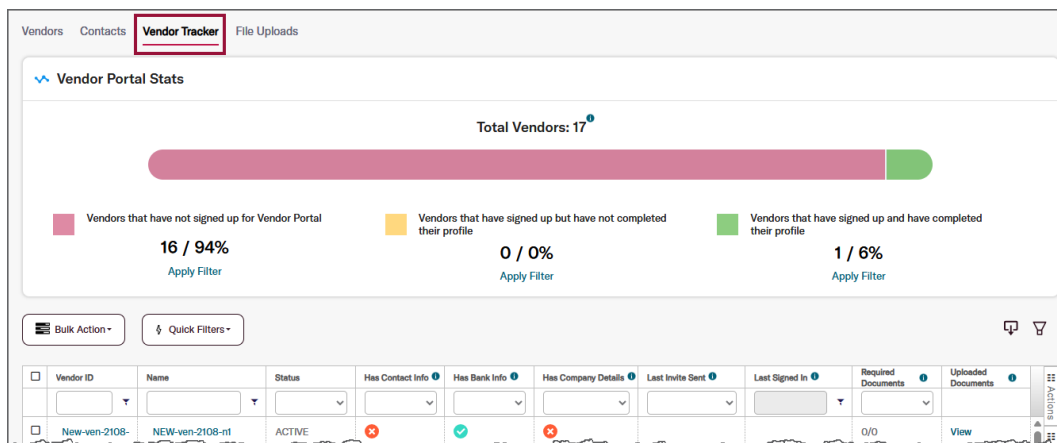
Access the Vendor Tracker Tab

This section describes how to access the **Vendor Tracker** tab.

1. In the **Vendors** module, click the **Vendor Tracker** tab.

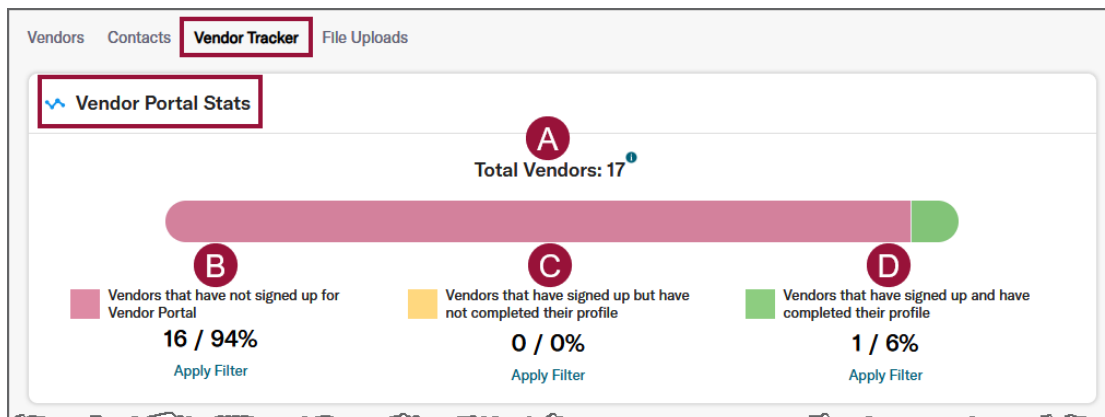


2. The **Vendor Tracker** tab will display.



Vendor Portal Stats

The **Vendor Portal Stats** panel displays statistics about Vendors associated with the user's Company.

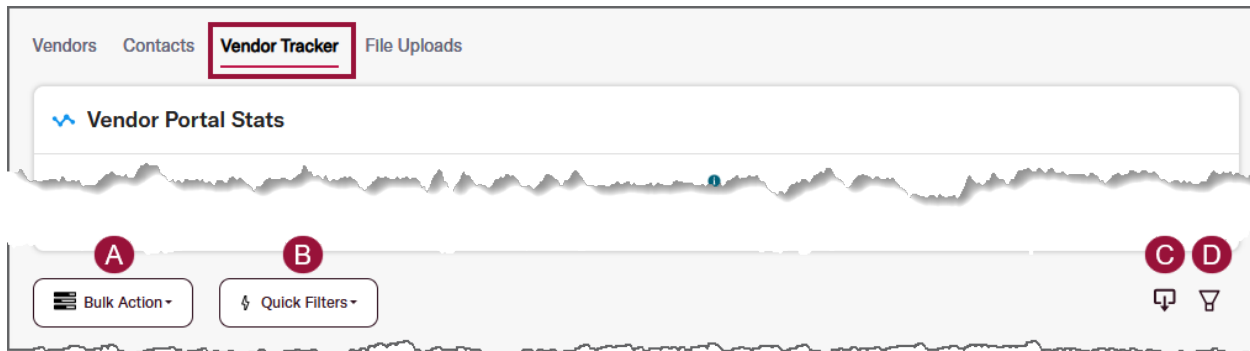


- A. **Total Vendors** – The **Total Vendors** heading displays the **total number of Vendors** associated with the user's Company, including active and inactive Vendors.



- B. **Vendors that have not signed up for Vendor Portal** – This heading displays both the **number** and **percentage** of Vendors who have **not yet signed up** for the **Vendor Portal**. To **view these Vendors** in the **Vendor Tracker** grid, click the **Apply Filter** button.
- C. **Vendors that have signed up but have not completed their profile** – This heading displays both the **number** and **percentage** of Vendors who have **signed up** for the **Vendor Portal** but **not yet completed their profile**. To **view these Vendors** in the **Vendor Tracker** grid, click the **Apply Filter** button.
- D. **Vendors that have signed up and have completed their profile** – This heading displays both the **number** and **percentage** of Vendors who have **signed up** and **completed their profile** in the **Vendor Portal**. To **view these Vendors** in the **Vendor Tracker** grid, click the **Apply Filter** button.

Action Area

The top of the **Vendor Tracker** grid contains the following action icons that are used to view, manage, and filter Vendors.

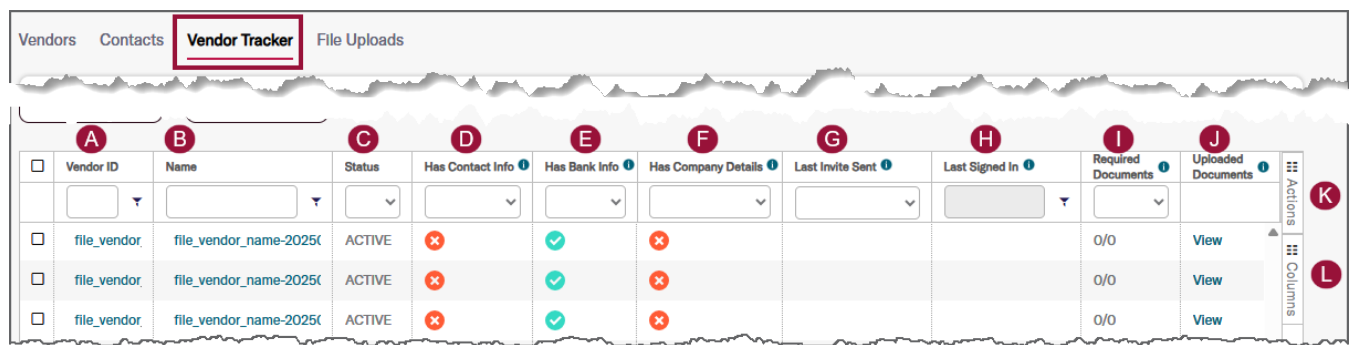











- A. **Bulk Action** – Click the **Bulk Action** drop-down to choose from the following options:
 - **Send Complete Profile Reminder** – Click this option to send Vendors an **email reminding them to complete their profile** in the **Vendor Portal**.
 - **Send Welcome** – Click this option to send Vendors an email **welcoming them** to the **Vendor Portal**. The email includes instructions on how to get set up in the **Vendor Portal**.
- B. **Quick Filters** – Click the **Quick Filters** drop-down to **clear all filters** from the **Vendor Tracker** grid or **reset** the **Vendor Tracker** grid to its default state.





- C. **Export Vendors** – Click the **Export Vendors**  icon to **download a CSV file** containing a **list of all Vendors** in the **Vendor Tracker** grid.
- D. **Toggle Filter** – Click the **Toggle Filter**  icon to **show or hide the filter fields** in the **Vendor Tracker** grid.



Vendor Tracker Grid

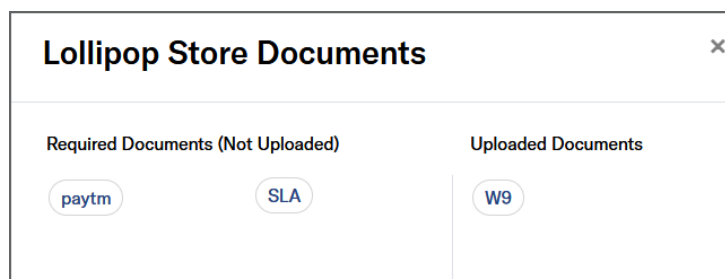
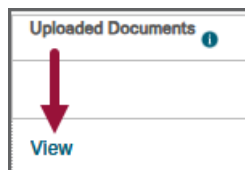
This section describes the fields and actions in the **Vendor Tracker** grid.



A	B	C	D	E	F	G	H	I	J	
Vendor ID	Name	Status	Has Contact Info	Has Bank Info	Has Company Details	Last Invite Sent	Last Signed In	Required Documents	Uploaded Documents	
<input type="checkbox"/>	file_vendor	file_vendor_name-2025	ACTIVE						0/0	View
<input type="checkbox"/>	file_vendor	file_vendor_name-2025	ACTIVE						0/0	View
<input type="checkbox"/>	file_vendor	file_vendor_name-2025	ACTIVE						0/0	View

- A. **Vendor ID** – This column contains the **unique identifier** for the Vendor. Click the **Vendor ID** link to open the **Vendor Details** page.
- B. **Name** – This column contains the Vendor's **name**. Click the **Name** link to open the **Vendor Details** page.
- C. **Status** – This column contains the **status** of the Vendor.
- D. **Has Contact Info** – This column indicates whether the Vendor has successfully **added contact information** to the **Vendor Portal**. A red x  indicates that contact information is **missing**, while a green check  signifies that contact information is **present**. Click the **Has Contact** drop-down to filter Vendors in the **Vendor Tracker** grid by whether they have contact information.
- E. **Has Bank Info** – This column indicates whether the Vendor has **successfully added banking information** to the **Vendor Portal**. A red x  indicates that banking information is **missing**, while a green check  signifies that banking information **exists**. Click the **Has Bank Info** drop-down to filter Vendors in the **Vendor Tracker** grid by whether they have banking information.

- F. **Has Company Details** – This column indicates whether the Vendor has **successfully added Company information** to the **Vendor Portal**. A red x  indicates that Company information is **missing**, while a green check  signifies that Company information is **present**. Click the **Has Company Details** drop-down to filter Vendors in the **Vendor Tracker** grid by whether they have Company details.
- G. **Last Invite Sent** – This column shows the **date and time** when a **Vendor Portal Welcome email was sent**.
- H. **Last Signed In** – This column shows the **date and time** when a Vendor **logged on to the Vendor Portal**.
- I. **Required Documents** – This column indicates the **number of required documents** the Vendor has **uploaded** out of the **total number required**.
- J. **Uploaded Documents** – Click the **View** button in the **Uploaded Documents** column to open the **[Vendor Name] Documents** dialog, where users can view both **required documents** that have **not been uploaded** and **previously uploaded documents**.

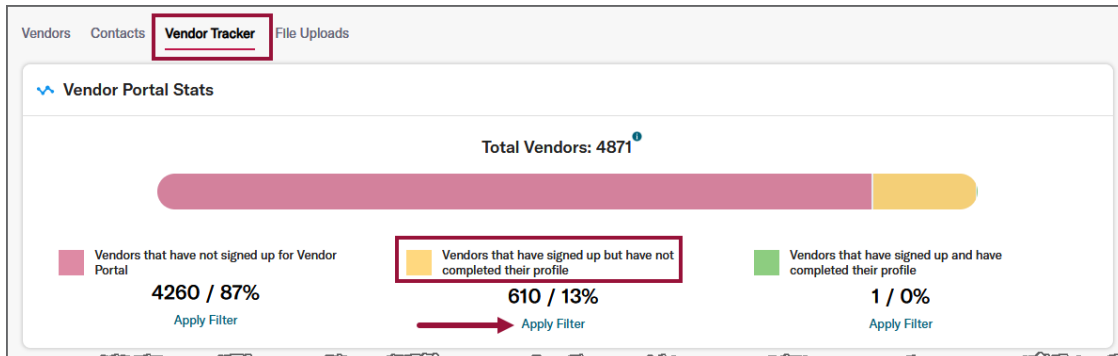


- K. **Actions (button)** – Click the **Actions** button to display the **Actions** flyout.
- L. **Columns (button)** – Click the **Columns** button to open the **Columns** flyout.

Send a Complete Profile Reminder Email

This section describes how to send a reminder to a Vendor who has not completed their profile in the **Vendor Portal**.

1. Click the **Apply Filter** button in the **Vendor Portal Stats** panel in the **Vendors who have signed up but have not completed their profile** section.



2. The **Vendor Tracker** grid will be filtered by Vendors who have not completed their profile.

Vendor Tracker | File Uploads

Vendor Portal Stats

Total Vendors: 4871

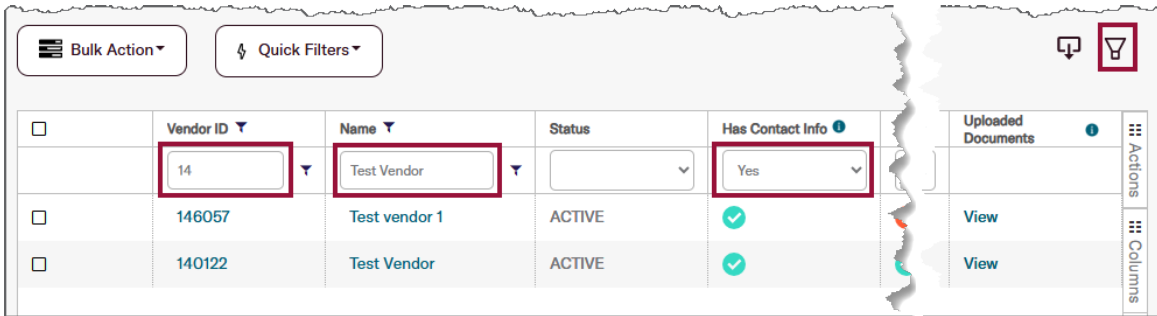
Category	Count	Percentage	Action
Vendors that have not signed up for Vendor Portal	4260	87%	Apply Filter
Vendors that have signed up but have not completed their profile	610	13%	Apply Filter
Vendors that have signed up and have completed their profile	1	0%	Apply Filter

Bulk Action | Quick Filters

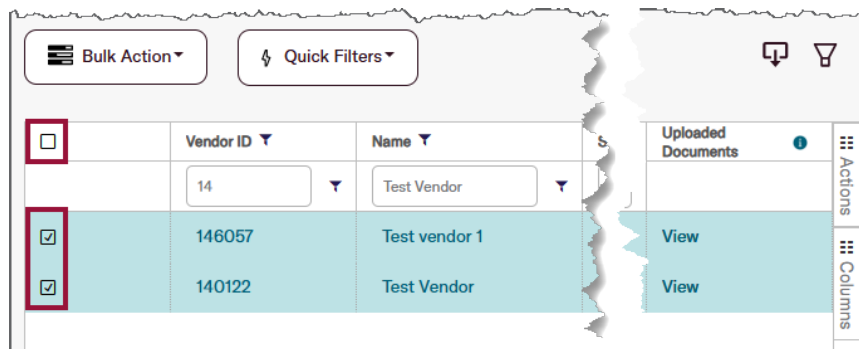
Vendor ID	Name	Status	Has Contact Info	Has Bank Info	Has Company Details	Last Invite Sent	Last Signed In	Required Documents	Uploaded Documents	Actions
358838	TestVendor	ACTIVE	✓	✗	✓			0/5	View	
214421958	...	ACTIVE	✓	✗	✓			0/5	View	
214421746	VENDOR_15uaHu96	ACTIVE	✓	✓	✓			0/5	View	
214421615	VENDOR_XQ6GFrzi	ACTIVE	✓	✓	✓			0/5	View	

1 / 25 | 25 Items per page | 1 to 25 from 610

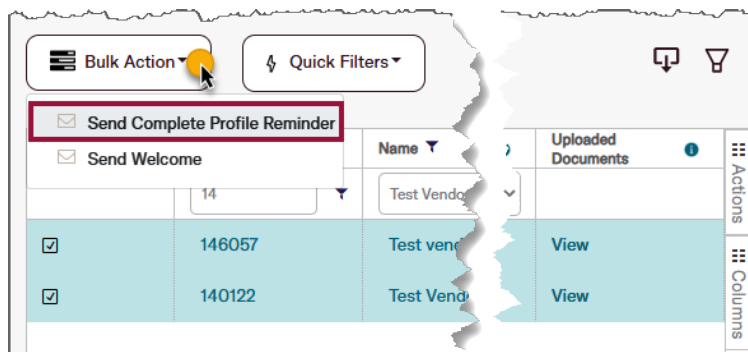
- In the **Vendor Tracker** grid, use the **filter fields** to further refine the search results.



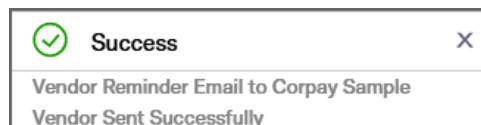
- Select the **checkbox** next to each Vendor that needs a reminder email. The **Select All checkbox** at the top of the grid can be used to select all Vendors.



- Click the **Bulk Action** drop-down and select **Send Complete Profile Reminder**.

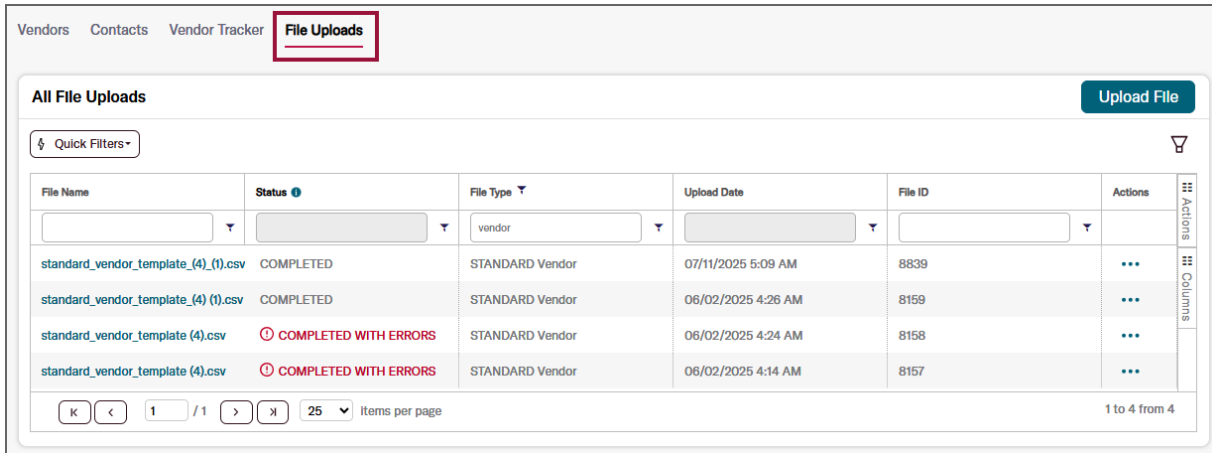


- The **Success** dialog will display, and the Vendor will receive an email reminding them to complete their profile in the **Vendor Portal**.



File Uploads Tab

The **File Uploads** tab serves as a centralized interface for bulk data entry, allowing users to upload multiple Vendor records at once using structured templates.



The screenshot shows the 'File Uploads' tab in a software application. At the top, there are navigation tabs: 'Vendors', 'Contacts', 'Vendor Tracker', and 'File Uploads' (which is highlighted with a red box). Below the navigation is a header area with 'All File Uploads' on the left and an 'Upload File' button on the right. A 'Quick Filters' dropdown is located below the header. The main content is a table with the following columns: 'File Name', 'Status', 'File Type', 'Upload Date', 'File ID', and 'Actions'. The table contains four rows of data:

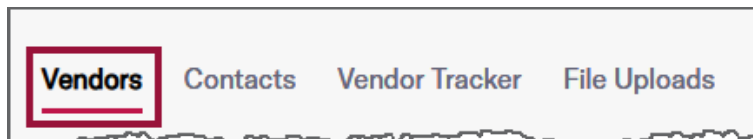
File Name	Status	File Type	Upload Date	File ID	Actions
standard_vendor_template_4_(1).csv	COMPLETED	STANDARD Vendor	07/11/2025 5:09 AM	8839	...
standard_vendor_template_4_(1).csv	COMPLETED	STANDARD Vendor	06/02/2025 4:26 AM	8159	...
standard_vendor_template (4).csv	COMPLETED WITH ERRORS	STANDARD Vendor	06/02/2025 4:24 AM	8158	...
standard_vendor_template (4).csv	COMPLETED WITH ERRORS	STANDARD Vendor	06/02/2025 4:14 AM	8157	...

At the bottom of the table, there are navigation controls including 'Items per page' (set to 25) and '1 to 4 from 4'.

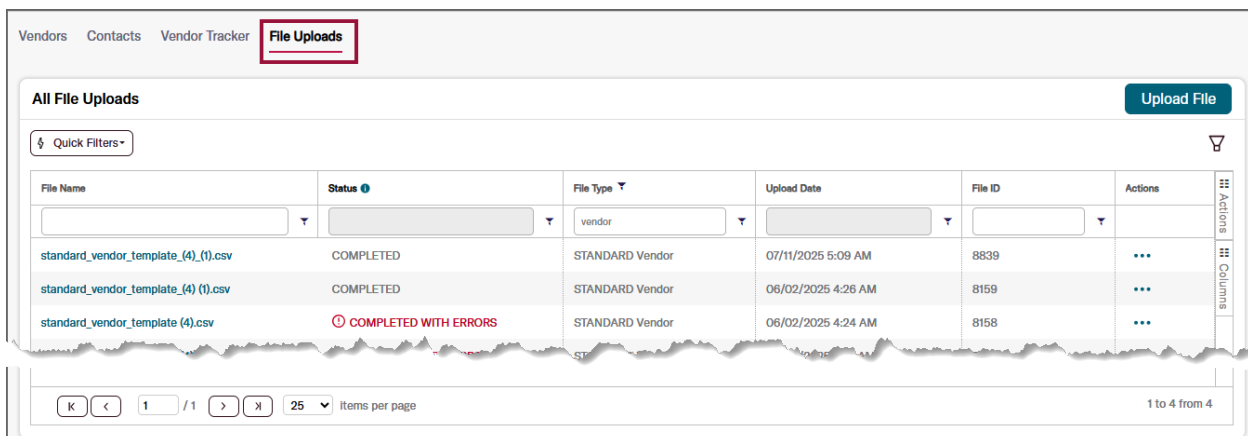
Access the File Uploads Tab

This section describes how to access the **File Uploads** tab.

1. In the **Vendors** module, click the **File Uploads** tab.



2. The **File Uploads** tab will display.




This screenshot is identical to the one above, showing the 'File Uploads' tab interface with the table of upload records. The 'File Uploads' tab is highlighted with a red box in the navigation bar.

File Uploads Grid

This section describes the columns and actions on the **File Uploads** grid.

The screenshot shows the 'File Uploads' grid interface. At the top, there are navigation tabs: 'Vendors', 'Contacts', 'Vendor Tracker', and 'File Uploads' (highlighted with a red box). Below the tabs, the title 'All File Uploads' is displayed, along with an 'Upload File' button (callout A). A 'Quick Filters' drop-down menu is located on the left (callout B). The grid has six columns: 'File Name' (callout D), 'Status' (callout E), 'File Type' (callout F), 'Upload Date' (callout G), 'File ID' (callout H), and 'Actions' (callout I). The grid contains four rows of data. The first two rows show 'COMPLETED' status, while the last two rows show 'COMPLETED WITH ERRORS' status. At the bottom, there is a pagination bar with navigation buttons (callout L), a page number '1 / 1', a page size of '25' items per page (callout M), and a total count of '1 to 4 from 4'.

File Name	Status	File Type	Upload Date	File ID	Actions
standard_vendor_template_(4)_1.csv	COMPLETED	STANDARD Vendor	07/11/2025 5:09 AM	8839	...
standard_vendor_template_(4)_1.csv	COMPLETED	STANDARD Vendor	06/02/2025 4:26 AM	8159	...
standard_vendor_template_(4).csv	COMPLETED WITH ERRORS	STANDARD Vendor	06/02/2025 4:24 AM	8158	...
standard_vendor_template_(4).csv	COMPLETED WITH ERRORS	STANDARD Vendor	06/02/2025 4:14 AM	8157	...

- A. **Upload File** – Click the **Upload File** button to open the **Upload File** dialog, where users can **upload a file** containing information about multiple Vendors.
- B. **Quick Filters** – Click the **Quick Filters** drop-down to clear all filters from the **File Uploads** grid or **reset the grid** to its default state.
- C. **Toggle Filter** – Click the **Toggle Filter**  icon to **show or hide** the **filter fields**.
- D. **File Name** – This column displays the **name of the file** used to upload the Vendors to Corpay Complete.
- E. **Status** – This column displays the **status** of the file upload:
- **Pending Processing** – The file is in the process of being uploaded.
 - **Completed** – The Vendors were successfully uploaded to Corpay Complete.
 - **Completed with Errors** – Some Vendors were not created in Corpay Complete because of errors in the Vendor file.
 - **Reading Failed** – The file upload failed because it contained special characters, which are not allowed. Remove all the special characters and upload the file again.
- F. **File Type** – This column displays the **type of file** that was used to create new Vendors.
- G. **Upload Date** – This column displays the **date** when the Vendor file was **uploaded**.

- H. **File ID** – This column displays the **unique identifier** for the Vendor file.
- I. **Actions (column)** – In the **Actions** column, click the **ellipses** **...** icon to display the following options:
 - **View** – Click this option to open the **File Uploads Details** page, where users can see **additional details** about the file upload.
 - **Download** – Click this option to **download** a copy of the file that was used to create the new Vendors.
- J. **Actions (button)** – Click the **Actions** button to display the **Actions** flyout.
- K. **Columns (button)** – Click the **Columns** button to open the **Columns** flyout.
- L. **Pagination** – Use the **pagination controls** to manage data in the **File Uploads** grid.
- M. **items per page** – Use the **items per page** drop-down to control how many files display in the grid.

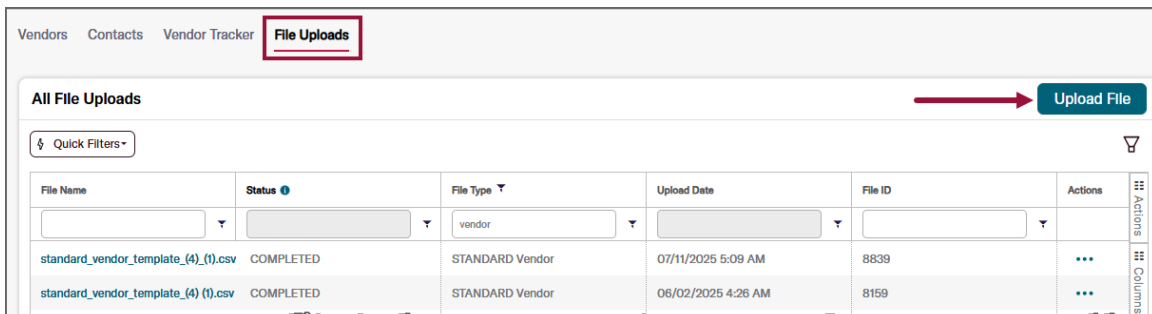
Import Multiple Vendors Using the File Uploads Tab

This section describes the process of importing a file with multiple Vendors using the **File Uploads** tab.

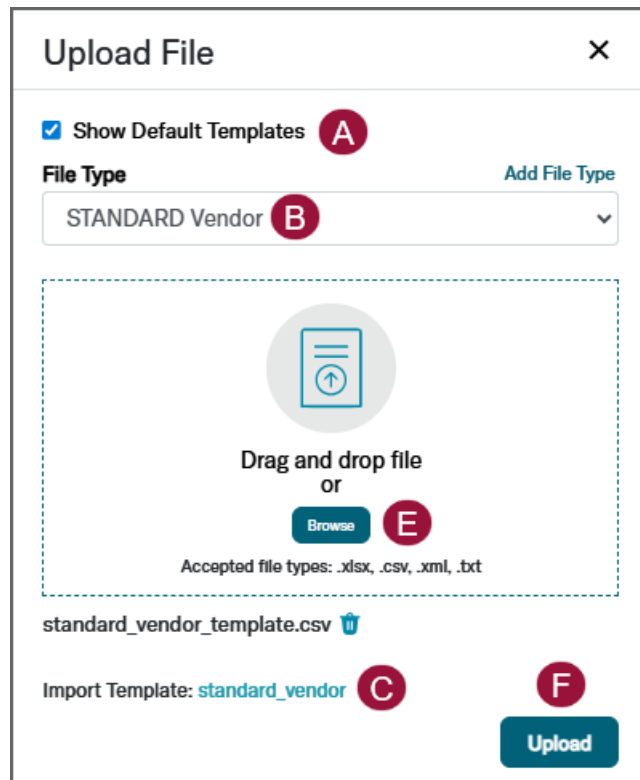
Users can select either standard or customized file templates. Customized file templates must be configured by the **Corpay Complete Support** team for your Company before they can be used in Corpay Complete. Contact the **Corpay Complete Support** team at accountmanagement@corpay.com for assistance with customized file templates.

Note: This section describes how to import bulk Vendors using a standard file template, but the process is similar when using a custom template.

1. On the **File Uploads** tab in the **Vendors** module, click the **Upload File** button.

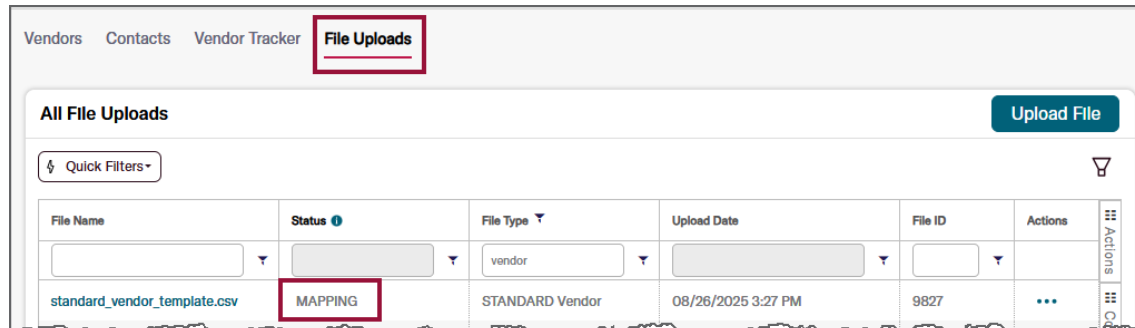
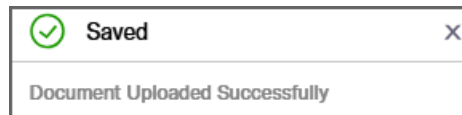


2. Complete the following steps in the **Upload File** dialog:



- A. Click the **Show Standard Templates** checkbox if you will be using a standard template.
- B. Select the **File Type** drop-down and click the desired template. In the previous example, **Standard Vendor** is selected.
- C. Click the **Import Template** link to download the Vendor template.
Note: This option may not display depending on the selected template.
- D. Complete the information in the Vendor template.
Note: This step is not shown in the previous image because it occurs outside the **Upload File** dialog.
- E. Click the **Browse** button or **drag and drop** the completed Vendor template into the **Upload File** dialog.
- F. Once the Vendor file is attached, click the **Upload** button.

- The **Saved** dialog will display, and the Vendor file **Status** will show as **Mapping**, indicating that the Vendor information is being processed.



The screenshot shows a web interface with a navigation bar containing "Vendors", "Contacts", "Vendor Tracker", and "File Uploads" (which is highlighted with a red box). Below the navigation bar is a section titled "All File Uploads" with an "Upload File" button. A "Quick Filters" dropdown is visible. Below the filters is a table with the following columns: File Name, Status, File Type, Upload Date, File ID, and Actions. The table contains one row with the following data:

File Name	Status	File Type	Upload Date	File ID	Actions
standard_vendor_template.csv	MAPPING	STANDARD Vendor	08/26/2025 3:27 PM	9827	...

The "MAPPING" status in the table is highlighted with a red box.

- The Vendor file will display one of the following **Status** messages:

Note: Users may need to refresh their screen to see the updated **Status**.

- Pending Processing** – The Vendors are in the process of being uploaded to Corpay Complete.
- Completed** – The Vendors were successfully uploaded to Corpay Complete.
- Completed with Errors** – Some Vendors were not fully uploaded to Corpay Complete because of errors in the Vendor file.
- Reading Failed** – The file upload failed because it contained special characters, which are not allowed. Remove all the special characters and upload the file again.

- To review the details of the Vendor file upload, click the **ellipses** **...** icon in the **Actions** column, and select **View**.

Vendors Contacts Vendor Tracker **File Uploads**

All File Uploads Upload File

Quick Filters

File Name	Status	File Type	Upload Date	File ID	Actions
standard_vendor_template_1.csv	COMPLETED	STANDARD Vendor	08/27/2025 10:22 AM	9844	...
standard_vendor_template.csv	COMPLETED WITH ERRORS	STANDARD Vendor	08/26/2025 3:27 PM	9827	View Download
standard_vendor_template_(4)_().csv	COMPLETED	STANDARD Vendor	07/11/2025 5:09 AM	8839	

- On the **File Upload Details** page, review the details of the Vendor file upload using these features:

Vendors Contacts Vendor Tracker **File Uploads**

standard_vendor_template_1.csv COMPLETED

File Info

Total records: 1
 Total vendors created: 1
 Records processed successfully: 1
 Records processed with exceptions (errors): 0
 Source Document ID: 9844 **A**

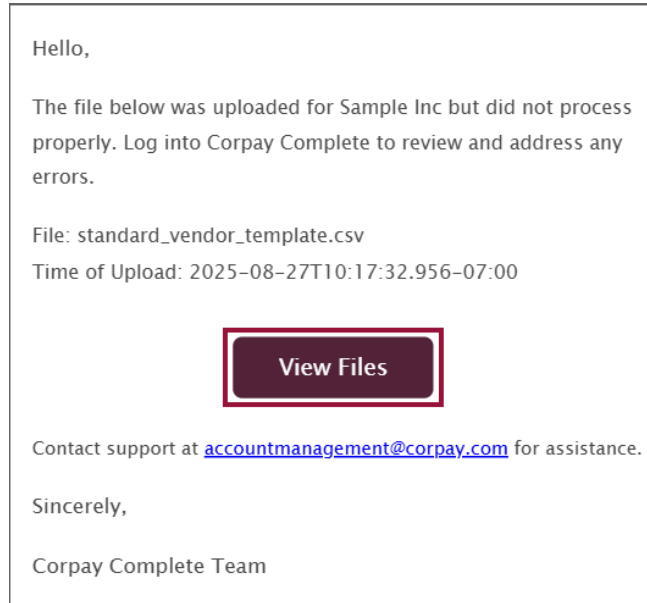
File Items Sort

Quick Filters

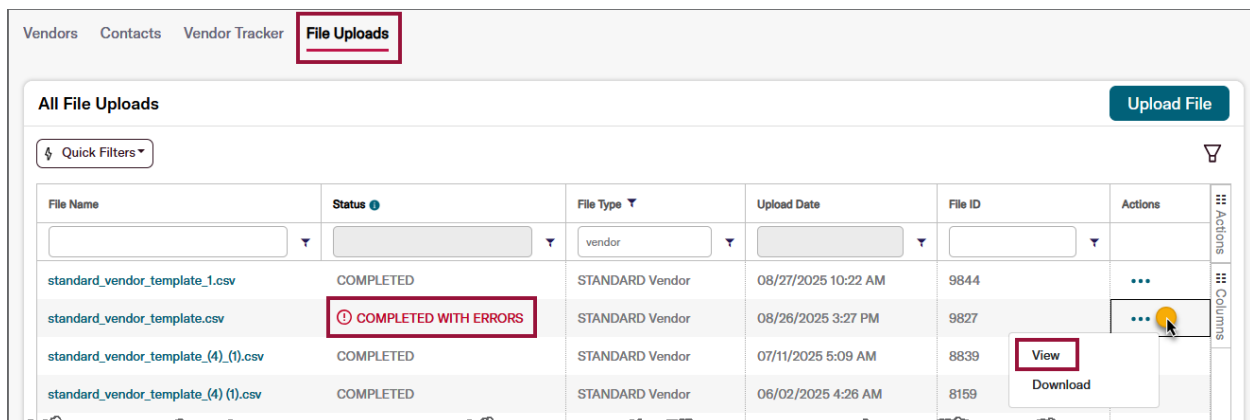
Row #	Record Identifier	Alerts	Invoice Number	Invoice External ID	Vendor ID	Vendor Location ID	Actions
1	1234567890	Vendor Created			1234567890		... D View

- Click the **Source Document ID** link to download a copy of the Vendor file.
- Click the **Sort** drop-down to filter records by **exceptions** or to **display all records**.
- Use the **filter fields** to locate a specific vendor in the **File Items** grid.
- Click the **ellipses** **...** icon in the **Actions** column and select **View** to open the **File Uploads Details** page.

- If there are errors in the uploaded Vendor file, the submitter will receive an email message. Click the **View Files** button in the email to open the **Bulk Operations 2.0** tab in the **Administration** module to correct the file errors.



- Alternatively, return to the **File Uploads** grid. Then, click the **ellipses** **...** icon in the **Actions** column of the file upload with errors and select **View**.



- On the **File Upload Details** page, errors will display at the top of the **File Items** grid. Users can also click the **Sort** drop-down and click **Show records with exceptions** to filter the grid by item exceptions.

Vendors Contacts Vendor Tracker **File Uploads**

standard_vendor_template.csv **COMPLETED WITH ERRORS**

File Info

Total records: 1
 Total vendors created: N/A
 Records processed successfully: 0
 Records processed with exceptions (errors): 1
 Source Document ID: 9827

File Items Sort

Quick Filters

Show records with exceptions
 Show all records

Row #	Record Identifier	Alerts	Invoice Number	Invoice External ID	Vendor ID	Vendor Location ID	Actions
1	1999457	Vendor 1999457 rejected, Vendor:Validation failed: Vendor type is not included in the list			1999457		

- Review the information in the **Alerts** column, correct the necessary details in the CSV file, and upload the Vendor file again

File Info

Total records: 1
 Total vendors created: N/A
 Records processed successfully: 0
 Records processed with exceptions (errors): 1
 Source Document ID: 9827

File Items Sort

Quick Filters

Row #	Record Identifier	Alerts	Invoice Number	Invoice External ID	Vendor ID	Vendor Location ID	Actions
1	1999457	Vendor 1999457 rejected, Vendor:Validation failed: Vendor type is not included in the list			1999457		

Reports Module for Vendors

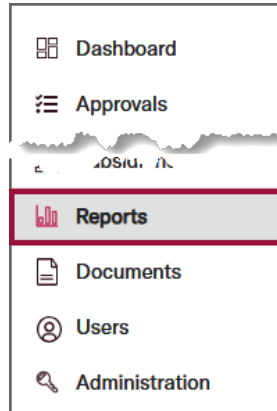
Corpay Complete offers multiple Vendor-related reports, each tailored to different aspects of Vendor management and financial tracking. Depending on the report, different formats are available, such as XLSX and CSV, and data can be filtered by date, Vendor name, subsidiary, and status.

Note: Reports are **per user** instance. A report pulled by one user will not carry over to other users.

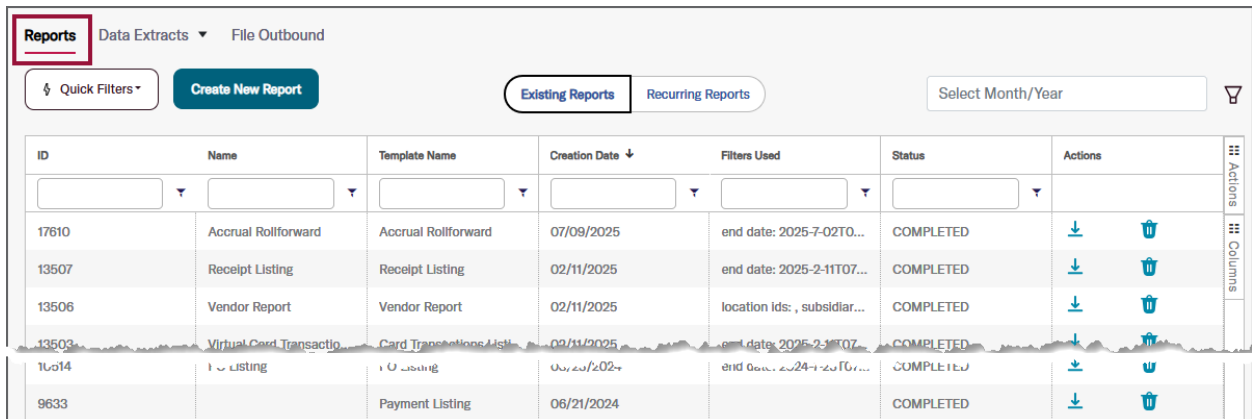
Access the Reports Module

This section describes how to access the **Reports** module.

1. Click the **Reports** module in the left-side navigation pane.



2. The **Reports** module will display.



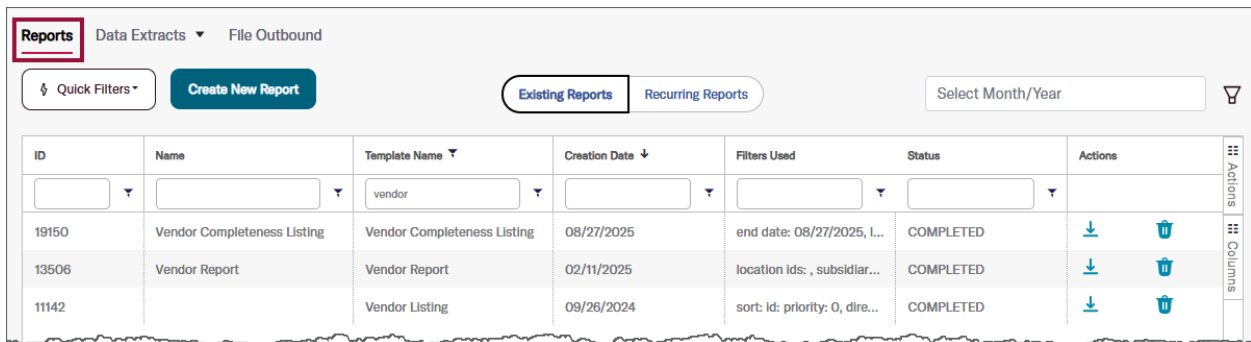
The screenshot shows the Reports module interface. At the top, there are tabs for "Data Extracts" and "File Outbound". Below these are "Quick Filters" and a "Create New Report" button. There are also tabs for "Existing Reports" and "Recurring Reports", and a "Select Month/Year" dropdown. The main area contains a table with the following data:

ID	Name	Template Name	Creation Date	Filters Used	Status	Actions
17610	Accrual Rollforward	Accrual Rollforward	07/09/2025	end date: 2025-7-02T0...	COMPLETED	Download, Delete
13507	Receipt Listing	Receipt Listing	02/11/2025	end date: 2025-2-11T07...	COMPLETED	Download, Delete
13506	Vendor Report	Vendor Report	02/11/2025	location ids: , subsidiar...	COMPLETED	Download, Delete
13503	Virtual Card Transaction Listing	Card Transactions List...	02/11/2025	end date: 2025-2-11T07...	COMPLETED	Download, Delete
16014	Receipt Listing	Receipt Listing	06/21/2024	end date: 2024-1-20T07...	COMPLETED	Download, Delete
9633	Payment Listing	Payment Listing	06/21/2024		COMPLETED	Download, Delete

Reports Tab

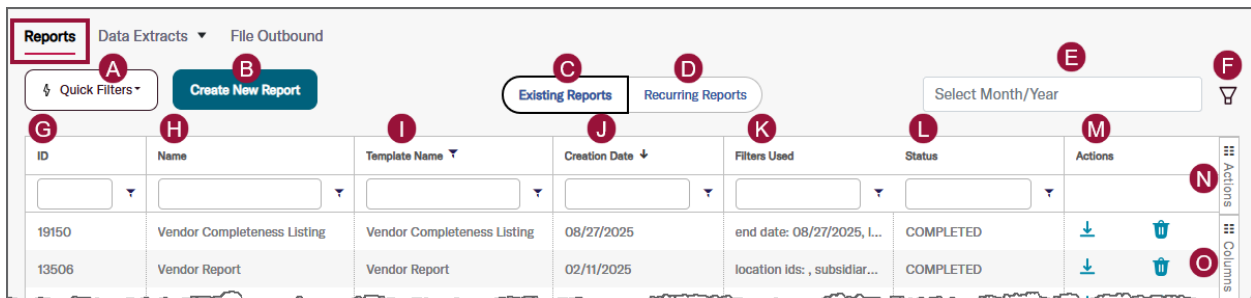
The **Reports** tab is where users can create, locate, and download existing and recurring reports.


Note: The tabs that display at the top of the **Reports** module may vary depending on Company configuration and roles assigned to users.





Existing Reports Tab

The **Existing Reports** tab is where users can create one-time reports.



- A. **Quick Filters** – Click this drop-down to **clear all filters** from the **Existing Reports** grid or **reset the grid** to its default state.
- B. **Create New Report** – Click this button to **create or run a new report**.
- C. **Existing Reports** – If a user has opened the **Recurring Reports tab**, they can click this button to return to the **Existing Reports** tab.
- D. **Recurring Reports** – Click this button to open the **Recurring Reports tab**, where users can **schedule a recurring report**.
- E. **Date Filter** – Click the **Date Filter**, then use the **date picker** to select a month and year to **filter reports** in the **Existing Reports** grid by the specified date.
- F. **Toggle Filter** – Click the **Toggle Filter**  icon to show or hide the **filter fields** in the **Existing Reports** grid.

- G. **ID** – This column displays the **unique identifier** for the report.
- H. **Name** – This column displays the **name** of the report.
- I. **Template Name** – This column displays the **name of the template** that was used to create the report.
- J. **Creation Date** – This column displays the **date** when the report was created.
- K. **Filters Used** – This column displays the **filters** used to create the report.
- L. **Status** – This column displays the **status** of the report.
- M. **Actions (column)** – This column displays the following **action** icons depending on the status of the report:
- **Download** – Click the **Download**  icon to **download** a copy of the report.
Note: This icon is unavailable during report processing or if the process fails.
 - **Delete** – Click the **Delete**  icon to delete the report from the **Existing Reports** grid.
- N. **Actions (button)** – Click the **Actions** button to display the **Actions** flyout.
- O. **Columns (button)** – Click the **Columns** button to open the **Columns** flyout.

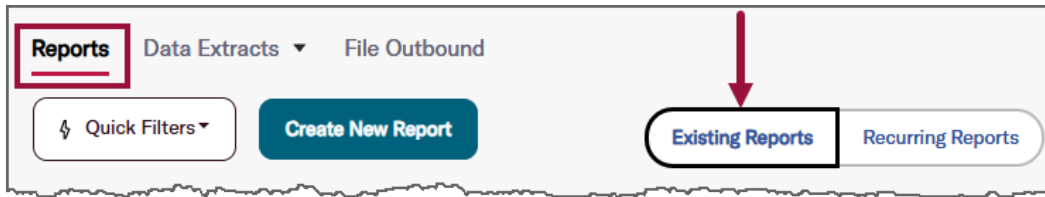
Create a One-Time Report

This section describes how to create a one-time report.

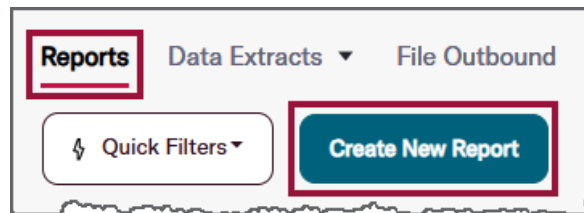
IMPORTANT

Reports cannot exceed **1,000,000 records**. If a report exceeds the record limit, refine the report parameters and try again.

1. In the **Reports** module, ensure the **Existing Reports** button is selected.



2. Click the **Create New Report** button.

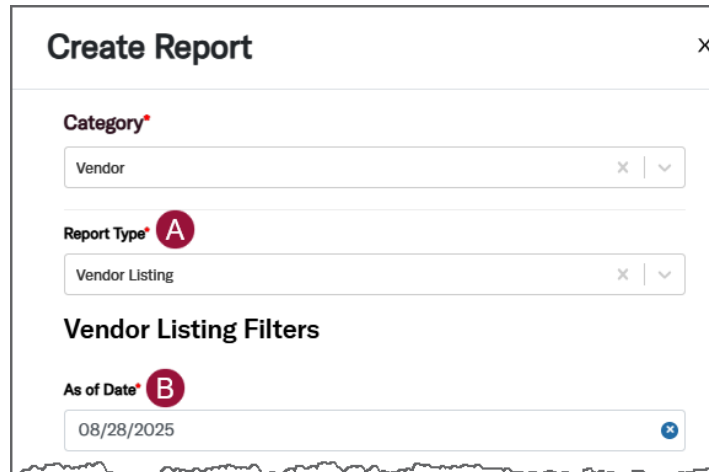


3. In the **Create Report** dialog, select **Vendor** from the **Category** drop-down. The **Create Report** dialog will automatically expand.

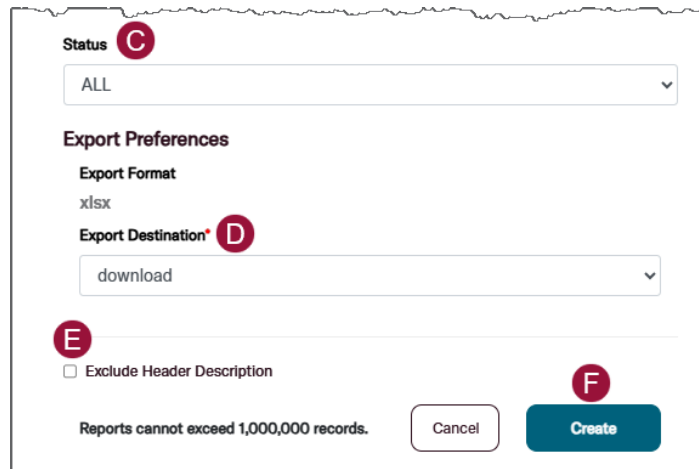
A screenshot of a "Create Report" dialog box. The title bar says "Create Report" with a close button (X). The "Category" field is a dropdown menu with "Vendor" selected and is highlighted with a red box. Below it is the "Report Type" field with "Select one" and a dropdown arrow. Under the heading "Export Preferences", there are two more dropdowns: "Export Format" with "CSV" selected, and "Export Destination" with "download" selected. At the bottom, there is an unchecked checkbox for "Exclude Header Description", a note "Reports cannot exceed 1,000,000 records.", and two buttons: "Cancel" and "Create".

4. Complete the following steps in the **Create Report** dialog:

Note: In this example, a **Vendor Listing** report will be generated. Fields will vary depending on the selected report type.

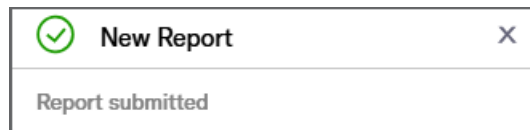


- A. **Report Type** – Click the **Report Type** drop-down and select the type of report.
- B. **As of Date** – Click the **As of Date** field and use the **date picker** to choose the date when the report data will be pulled.





- C. **Status** – Click the **Status** drop-down and select a **status**.

- D. **Export Destination** – Click the **Export Destination** drop-down to choose a **destination** for the report:
- **Download** – The report will be **automatically downloaded** to the designated web downloads folder.
 - **Email** – If **Email** is selected, a field to key in the **email address(es)** will display and the report will be **emailed to the specified email address(es)**.
 - **SFTP** – This option is used for **secure file-transfer protocol (SFTP)**. Select this option if the Company has a valid integration setting for SFTP.
- E. **Exclude Header Description** – This checkbox **excludes column headers** on the report. Corpay **does not recommend** checking this box.
- F. Click the **Create** button to **create the report**. A report may take anywhere from one to ten minutes depending on the Company account and the amount of data in the filters.
5. The **New Report** dialog will display, and the report will begin processing in the **Existing Reports** grid.




6. The report will begin processing in the **Existing Reports** grid.

Note: Users may need to refresh their screens for the status to change to **Completed**.

ID	Name	Template Name	Creation Date ↓	Filters Used	Status	Actions
66295	Vendor Listing	Vendor Listing	08/28/2025	end date: 08/28/2025,...	RUNNING	 

7. Once the status changes to **Completed**, the report will be delivered as specified in the **Export Destination**.

Note: Reports can be downloaded at any time after completion using the **Download**  icon in the **Actions** column.

Recurring Reports Tab

The **Recurring Reports** tab lets users view and schedule recurring reports to run at set intervals and delivery times.

The screenshot shows the 'Recurring Reports' tab in a software application. At the top, there are navigation tabs: 'Reports' (selected), 'Data Extracts', and 'File Outbound'. Below these are two buttons: 'Quick Filters' (with a callout A) and 'Schedule Recurring Report' (with a callout B). There are also two tabs: 'Existing Reports' (with a callout C) and 'Recurring Reports' (with a callout D). A 'Toggle Filter' icon (with a callout E) is in the top right. The main area is a table with columns: ID (callout F), Name (callout G), Template Type (callout H), Frequency (callout I), Schedule Creation Date (callout J), Status (callout K), and Actions (callout L). The table contains two rows of data. On the right side of the table, there are 'Actions' and 'Columns' menus (callouts M and N).



ID	Name	Template Type	Frequency	Schedule Creation Date	Status	Actions
2747	Vendor Contact Listing	Vendor Contact Listing	MONTHLY	08/28/2025	ACTIVE	
1163	Invoice Listing	Invoice Listing	DAILY	05/06/2025	ACTIVE	

- A. **Quick Filters** – Click the **Quick Filters** drop-down to **clear all filters** from the **Recurring Reports** grid or **reset the grid** to its default state.
- B. **Schedule Recurring Report** – Click this button to **open the Create Recurring Report** dialog, where users can **schedule a new recurring report**.
- C. **Existing Reports** – Click this button to **open the Existing Reports tab**.
- D. **Recurring Reports** – If users have navigated to the **Existing Reports** tab, they can click this button to **return to the Recurring Reports** tab.
- E. **Toggle Filter** – Click the **Toggle Filter** icon to show or hide the **filter fields**.
- F. **ID** – This column displays the **unique identifier** for the recurring report.
- G. **Name** – This column displays the **name** of the recurring report.
- H. **Template Type** – This column displays the **type of template** used to create the recurring report.
- I. **Frequency** – This column displays the frequency with which the report will be generated: **Daily**, **Weekly**, or **Monthly**.
- J. **Schedule Creation Date** – This column displays the **date** on which the report is scheduled to be generated.

K. **Status** – This column displays the **status** of the report:

- **Active** – The report is **currently being generated** using the specified filters.
- **Inactive** – The report is **no longer being generated**.

L. **Actions (column)** – This column displays the following action icons:

- **Edit** – Click the **Edit**  icon to **edit** the scheduled report.
- **Delete** – Click the **Delete**  icon to **delete** the scheduled report.

M. **Actions (button)** – Click the **Actions** button to display the **Actions** flyout.

N. **Columns (button)** – Click the **Columns** button to open the **Columns** flyout.

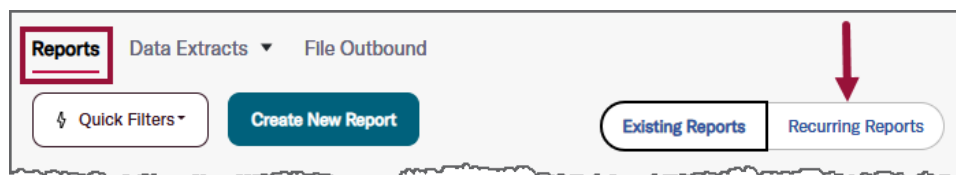
Schedule a Recurring Report

This section describes how to schedule a recurring report that runs at a specific frequency and is delivered at a certain time.

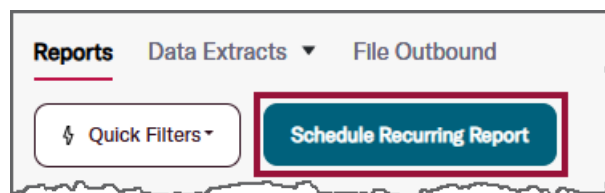
IMPORTANT

Reports cannot exceed **1,000,000 records**. If a report exceeds the record limit, refine the report parameters and try again.

1. In the **Reports** module, click the **Recurring Reports** button.



2. On the **Recurring Reports** tab, click the **Schedule Recurring Report** button.



3. In the **Create Scheduled Report** dialog, select **Vendor** from the **Category** drop-down. The **Create Scheduled Report** dialog will automatically expand.

Create Scheduled Report [X]

Category*
Vendor [X] [v]

Report Type*
Select one [v]

Frequency*
Daily [v]

Deliver On*
12:00 AM PST [v]

Export Preferences

Export Format*
CSV [v]

Export Destination*
download [v]

Exclude Header Description

Reports cannot exceed 1,000,000 records.

Cancel Create

4. Complete the following steps in the **Create Scheduled Report** dialog:

Note: In this example, a **Vendor Contact Listing** report will be created. Fields may vary depending on the chosen report type.

Create Scheduled Report [X]

Category*
Vendor [X] [v]

Report Type* **A**
Vendor Contact Listing [X] [v]

Vendor Contact Listing Filters

Vendor Name **B**
Corpay Test

Subsidiary Name **C**
[]

- A. **Report Type** – Click the **Report Type** drop-down and select a report type.

- B. **Vendor Name** – Key in an optional **Vendor name** to filter the report by a specific Vendor.
- C. **Subsidiary Name** – Key in an optional **subsidiary name** to filter the report by a specific subsidiary.

The screenshot shows a form for configuring report preferences. It includes the following elements:

- Frequency*** (D): A dropdown menu currently set to "Monthly".
- Deliver On*** (E): A text input field containing the number "1".
- End of month?** (F): An unchecked checkbox.
- Export Preferences** section:
 - Export Format*** (G): A dropdown menu currently set to "CSV".
 - Export Destination*** (H): A dropdown menu currently set to "download".
- Exclude Header Description** (I): An unchecked checkbox.
- A note at the bottom left: "Reports cannot exceed 1,000,000 records." (J)
- Two buttons at the bottom right: "Cancel" and "Create".

- D. **Frequency** – Click the **Frequency** drop-down and choose a **frequency** for the report to be delivered: **Daily**, **Weekly**, or **Monthly**.

Note: Different or additional fields may display depending on the chosen frequency.

- E. **Deliver On** – Click the **Deliver On** drop-down and choose a **date** when the recurring report will be delivered.
- F. **End of month?** – If **Monthly** is chosen, select this checkbox to schedule delivery of the report at the end of the month.
- G. **Export Format** – Click this drop-down and choose an **export format**: **CSV** or **XSLX**.

Note: The available export formats depend on the selected report type.

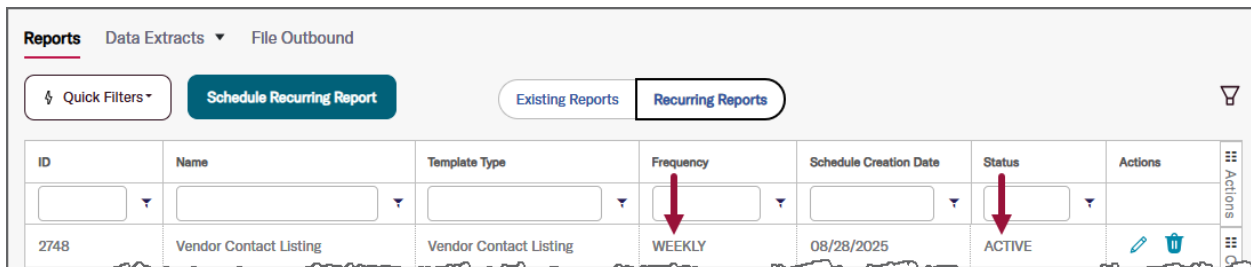
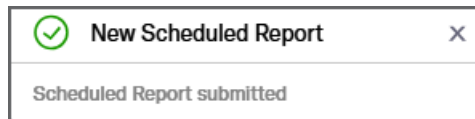
H. **Export Destination** – Click the **Export Destination** drop-down to choose a **destination** for the report:

- **Download** – The report will be **automatically downloaded** to the designated web downloads folder.
- **Email** – If **Email** is selected, a field to key in the **email address(es)** will display and the report will be **emailed to the specified email address(es)**.
- **SFTP** – This option is used for **secure file-transfer protocol (SFTP)**. Select this option if the Company has a valid integration setting for SFTP.



I. **Exclude Header Description** – This checkbox **excludes column headers** on the report. Corpay **does not recommend** checking this box.


J. Click the **Create** button to schedule the recurring report.

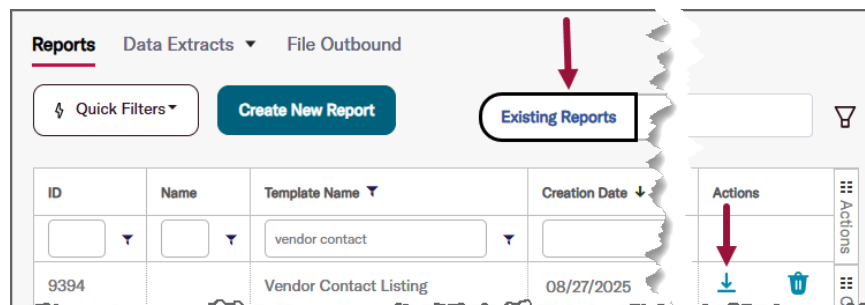
5. The **New Scheduled Report** dialog will display, and the new recurring report will display in the **Recurring Reports** grid.





The screenshot shows the "Recurring Reports" tab in the "Reports" section. It features a table with columns: ID, Name, Template Type, Frequency, Schedule Creation Date, Status, and Actions. A red arrow points to the "Frequency" column header, and another red arrow points to the "Status" column header. The table contains one row with ID 2748, Name "Vendor Contact Listing", Template Type "Vendor Contact Listing", Frequency "WEEKLY", Schedule Creation Date "08/28/2025", and Status "ACTIVE".

ID	Name	Template Type	Frequency	Schedule Creation Date	Status	Actions
2748	Vendor Contact Listing	Vendor Contact Listing	WEEKLY	08/28/2025	ACTIVE	 

6. After the report is successfully completed, it will be sent to users based on the selected **Export Destination**. Users may also click the **Download**  icon on the **Existing Reports** tab to download completed reports.



The screenshot shows the "Existing Reports" tab in the "Reports" section. It features a table with columns: ID, Name, Template Name, Creation Date, and Actions. A red arrow points to the "Existing Reports" tab, and another red arrow points to the "Download" icon in the Actions column. The table contains one row with ID 9394, Name "Vendor Contact Listing", Template Name "Vendor Contact Listing", and Creation Date "08/27/2025".

ID	Name	Template Name	Creation Date	Actions
9394	Vendor Contact Listing	Vendor Contact Listing	08/27/2025	 

Available Reports for the Vendors Module

The following table provides descriptions of the standard Vendor reports that are available to Companies in Corpay Complete.

Report Type	Description	Export Format
Nvoicepay Vendor Listing	The Nvoicepay Vendor Listing report provides a list of Vendors for Payment Customers with information about location(s), spend volume, and current payment methods.	CSV, XLSX
Spend by Vendor Listing	The Spend by Vendor Listing report generates an extensive breakdown of how much was paid to each Vendor filtered by date. Note: This report may take longer to download due to the amount of data that is captured. Selecting shorter data ranges can reduce the processing time for this report.	XLSX
Vendor Completeness Listing	The Vendor Completeness Listing report contains a snapshot of all the Vendors in your account and how complete their Vendor profile is. This report details information provided by the Vendor and what is missing from the Vendor profile.	XLSX
Vendor Contact Listing	The Vendor Contact Listing report lists Vendor contacts and can be filtered by Vendor Name and Subsidiary Name .	CSV, XLSX
Vendor Listing	The Vendor Listing report generates an extensive breakdown of information regarding each Vendor. The report can be filtered by Vendor status.	CSV, XLSX

Administration Module for Vendors

Roles and Permissions

This section provides information about roles and permissions in the **Vendors** module. Refer to the [Corpay Complete Roles and Permissions](#) article in the Corpay Complete Knowledge Base for a **complete list of roles and permissions**, as well as a downloadable Excel file.

Roles and Permissions Overview

Corpay Complete has various Vendor roles such as **staff**, **Vendor**, and **administrator** roles, each with specific permissions and responsibilities.

Staff Roles

- **staff_read_vendor** – This role enables users to view the Vendor listing.
- **staff_request_vendor** – This role enables users to request a Vendor.

Vendor Role

- **vendor_no_delete** – This is an admin-level Vendor role like **admin_vendor** but does not allow users to delete Vendors.

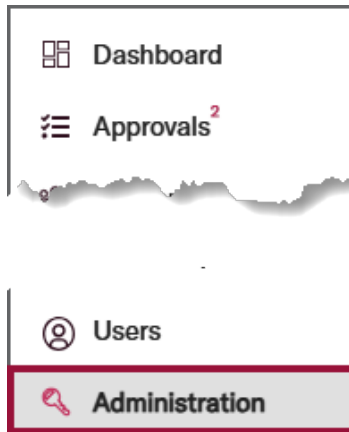
Administrator Roles

- **admin_vendor_readonly** – This role enables users to view all Vendor and Vendor contact information without providing editing permission.
- **admin_vendor** – This role enables users to view and edit all Vendors and Vendor contacts.
- **admin_vendor_contacts_readonly** – This role enables users to view all Vendor contacts without granting them editing permissions.
- **admin_vendor_contacts** – This role enables users to view and edit all Vendor contacts.
- **universal_admin** – This is the highest role in Corpay Complete. It enables users to view all modules and provides editing capabilities across the system. For Vendor management, users can view, add, delete, edit, edit attachments, and reset workflows
- **application_admin** – This role grants users the permission to view and edit all data within the modules except for items in the **Settings** tab. For Vendor management, users can view, add, delete, edit attachments, and reset workflows.

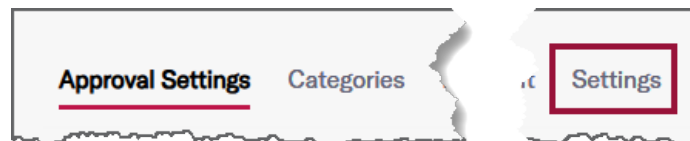
Add Requested Documents for the Vendor Portal

Corpay Complete facilitates the collection of important documents from Vendors using the **Vendor Portal**. This section details the process for specifying which documents are required from Vendors when completing their **Vendor Portal** profile.

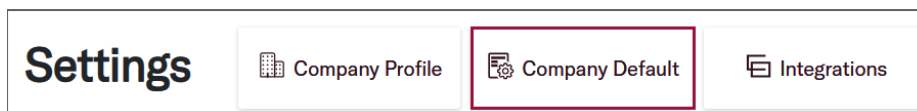
1. Click the **Administration** module in the left-side navigation pane.



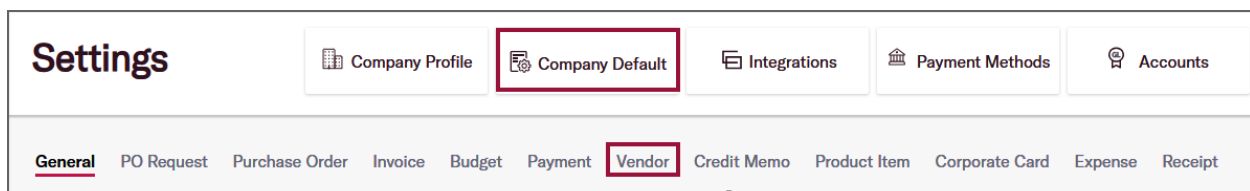
2. In the **Administration** module, click the **Settings** tab.



3. On the **Settings** page, click the **Company Default** tile.



4. Click the **Vendor** tab.



- On the **Vendor** tab in the **Vendor Documents Requested** section, click the **+ Add Requirement** button.

General PO Request Purchase Order Invoice Budget Payment **Vendor** Credit Memo

Requestor/Account Manager Required ⓘ
 Vendor type field required ⓘ
 Vendor email required ⓘ
 Notify vendor approver of vendor updates ⓘ

Tax ID Required ⓘ
 Vendor payment term required ⓘ
 Show tax form fields ⓘ
 Vendor Classification/SubType field required

Vendor Documents Requested

Require	Name	Template
+ Add Requirement		

- In the **Vendor Documents Requested** table, complete the following steps:

Vendor Documents Requested

Require	Name	Template	Actions
<input checked="" type="checkbox"/> A	W9 B	Upload	Trash ✓ C

+ Add Requirement

- Check the **Require** checkbox if the document will be required in the **Vendor Portal**. Leave the **Require** checkbox unchecked if the document will be optional.
 - Enter the **document name** in the **Name** field.
 - Click the **Upload** button to upload an optional **document template**.
- Click **+ Add Requirement** and repeat **step 6** for each document to be added to the **Vendor Portal**.

Vendor Documents Requested

Require	Name	Template	Actions
<input checked="" type="checkbox"/>	W9	Upload	Trash ✓

+ Add Requirement

8. Click the **Submit** button in the lower right corner of the **Vendor** tab.

The screenshot shows a navigation bar with tabs: General, PO Request, Purchase Order, Invoice, Budget, Payment, **Vendor**, Credit Memo, Product Item, Corporate Card, Expense, Receipt. Below the navigation bar is a section titled "Vendor Documents Requested" containing a table:

Require	Name	Template	Actions
<input checked="" type="checkbox"/>	W9	Upload	

Below the table is a "+ Add Requirement" button. In the bottom right corner, there is a blue "Submit" button with a red arrow pointing to it.

9. The document(s) will display for your Vendors in the **Vendor Portal**.

The screenshot shows the "Required Documents" section of the Vendor Portal. At the top, there are four numbered callouts (1, 2, 3, 4) connected by a line. Below them is the heading "Required Documents" and the instruction "Upload necessary documents to be approved as a vendor for customer". The interface is split into two columns: "Required Documents" and "Uploaded Document". In the "Required Documents" column, there is a list item "W9*" with a red arrow pointing to it. Below this list is the "Other Documents" section. The "Uploaded Document" column is currently empty.