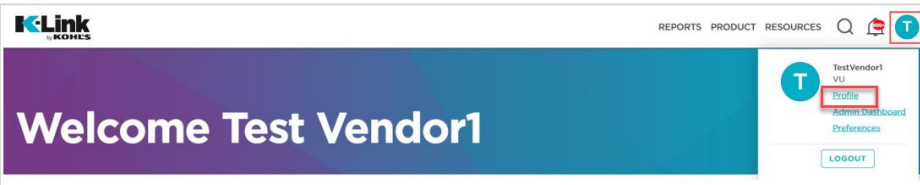


Add Additional Vendors to Account

Vendor users that represent multiple vendors can link all vendors that they are associated with to their K-Link account. All brands associated with each vendor will automatically link as well. Please follow the instructions if you are a Current K-Link User.

Step 1: Click on your initial in the blue circle in the upper right hand corner of the K-Link Dashboard.

Step 2: Select **“Profile”**



Step 3: Click **“Add”** to add additional vendors.



Step 4: Enter **PO #** and **Vendor #** for the vendor you would like to add. You can get this information from your buying office.

Step 5: When complete click **“Submit”**

A diagram of the 'Request New Vendor' form. The form is enclosed in a dashed border. It has two input fields: 'PO Number' and 'Vendor number'. A green arrow points to the 'PO Number' field, and another green arrow points to the 'Vendor number' field. Below the input fields, there are two buttons: 'CANCEL' and 'SUBMIT'. A green arrow points down to the 'SUBMIT' button.