## **Quick Reference Guide - 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 with 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"

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	1	TestVendor1 VU Profile Admin Dashboard Preferences	
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## Step 3: Click "Add" to add additional vendors.

KELINK > Merchant Groups > Test Vendor1		Q 🧶 🚺
Tact Vandari d		
Test vendori 🖉		
Role Vendor		
Company		
Title		
Email test.vendor1@gtest.com		
My Vendors + Add		
NAME	VENDOR NUMBER	

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

Request New Vendor				
PO Number				
Vendor number				
	CANCEL	SUBMIT		

