## HOW TO – IMPORT A LIST OF VENDORS TO THE COMMLOG VIRTUAL MANAGER LOG

This how-to assumes that you have already completed the How To on completing the Vendor List upload spreadsheet.

- 1. Save the Vendor Template to your computer. Remember where you have saved this file.
- 2. Log into the COMMLOG Virtual Manager Log at <a href="http://vml.commlog.com">http://vml.commlog.com</a>
- 3. Scroll to the bottom of the page. Click Store Administration

	Home • Store Administration • Change Store
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4.	Under Vendor Maintenance, click Import
	Home Employee Issues Repairs & Maintenance COGS-F/B/S Incidents Search Lo
	Store Administration
	2010 User Maintenance
	Manage your store logins. Each login can be associated with one or more of your stores.
	Vendor Maintenance
	3rd party vendors servicing this store including supplies, maintenance, advertising, etc.
	Vendor Categories Import
5	Click Choose File
0.	Home Employee Issues Repairs & Maintenance COGS-F/B/S Incidents
	Import Vendors This tool allows you to simplify the import of existing vendors using the provided spread
	<u>Click here</u> to download the Excel 2007/2010 template     Complete the template in Excel and save it to your PC
	<ul> <li>Click 'Choose File' below and select your saved template</li> <li>Click the 'Import' button to complete the Import</li> </ul>
	Select Excel Spreadsheet
	Choose File To file chosen Import

6. Navigate to where you have saved the Vendor Template on your computer. Click on the file, click **Open**.



7. Click Import. A confirmation message will be displayed when your template has been loaded. If the Employee Issues Repairs & Maintenance COCS-F/B/S Incidents Search Lost & Fo

