

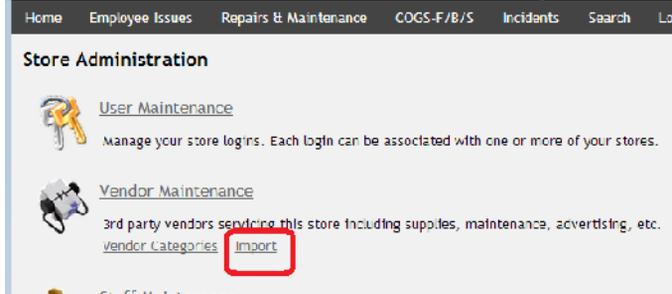
HOW TO – IMPORT A LIST OF VENDORS TO THE COMMLOG VIRTUAL MANAGER LOG

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

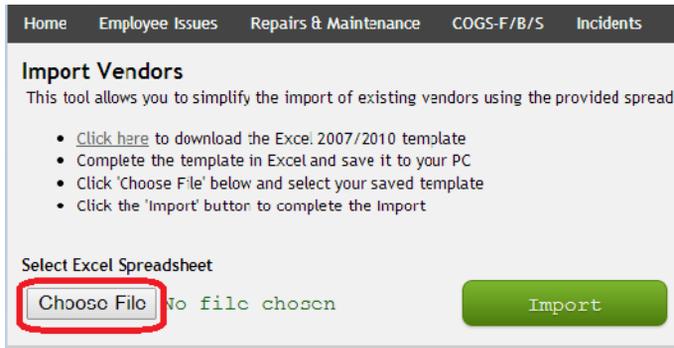
1. Save the Vendor Template to your computer. Remember where you have saved this file.
2. Log into the COMMLOG Virtual Manager Log at <http://vml.commlog.com>
3. Scroll to the bottom of the page. Click **Store Administration**



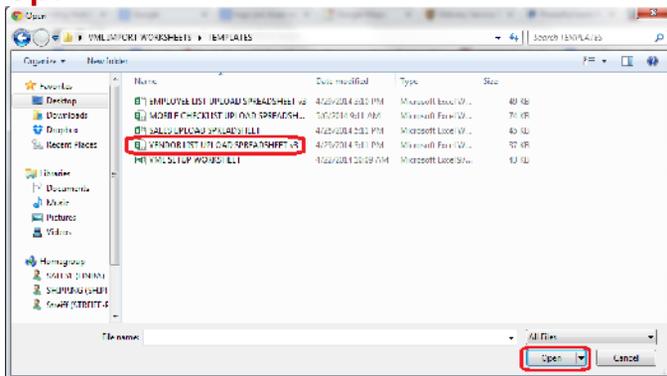
4. Under **Vendor Maintenance**, click **Import**



5. Click **Choose File**.



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.

