Vendor Portal Admin Guide

Basware P2P 18.2

1 Overview of Vendor Portal Setup

Basware P2P's vendor portal allows vendors to retrieve easily information about request for quotes, purchase orders, work orders, invoices, etc. that have been delivered to them. Vendors can also respond to quotes from the vendor portal, update the status of purchase orders and work orders, create invoices, and negotiate payment terms.

For vendors to access the portal, they need to be first set up in the system. The system automatically creates two groups for the vendor portal. One is the vendor admin and the other is the vendor user. Once the vendor portal is set up, permissions need to be assigned to these groups. The user needs to decide which permissions are assigned to each group to enable the vendors to perform their tasks effectively and efficiently.

There are three ways to setup vendors in the vendor portal. They are creating a vendor portal user, online vendor registration, or adding a vendor through the **new registration** link.

2 Vendor Portal Permissions to Assign

Assign the required permissions for the vendor portal admin group or user group for the vendors to manage purchase orders, work orders, invoices, payment terms, and RFQs.

Required Permission for Managing Users

- 3611 - Manage Users

Required Permission for Managing Payment Terms

- 3612 - Manage Payment Terms

Required Permission for Managing RFQs

- 3605 - Manage All Quotes

Required Permission for Managing Purchase Orders

- 3609 - Manage Purchase Orders
- 3600 - Can Access Purchase Order Inquiry

Required Permission for Creating Purchase Order Invoices

- 3601 - Can Create Purchase Order Invoice

Required Permission for Managing Invoices

- 3608 - Manage Invoice
- 3604 - Can Access Invoice Inquiry
- 3606 - Can Import Invoice Data from an External Source

Required Permission for Non-PO Invoices

- 3603 - Can Create Non-PO Invoice

Required Permission for Managing Work Orders

- 3610 - Manage Work Orders
- 3613 - Can Access Work Order Inquiry

Required Permission for Creating Service Invoices

- 3602 - Can Create Service/Work Order Invoice

3 Vendor Portal User Creation

Vendors are added to the vendor portal by creating a user profile for the vendor. This is accomplished by associating the user profile with a vendor and granting access to the vendor portal only.

The following permission is required:

- Manage Users and Groups (5)

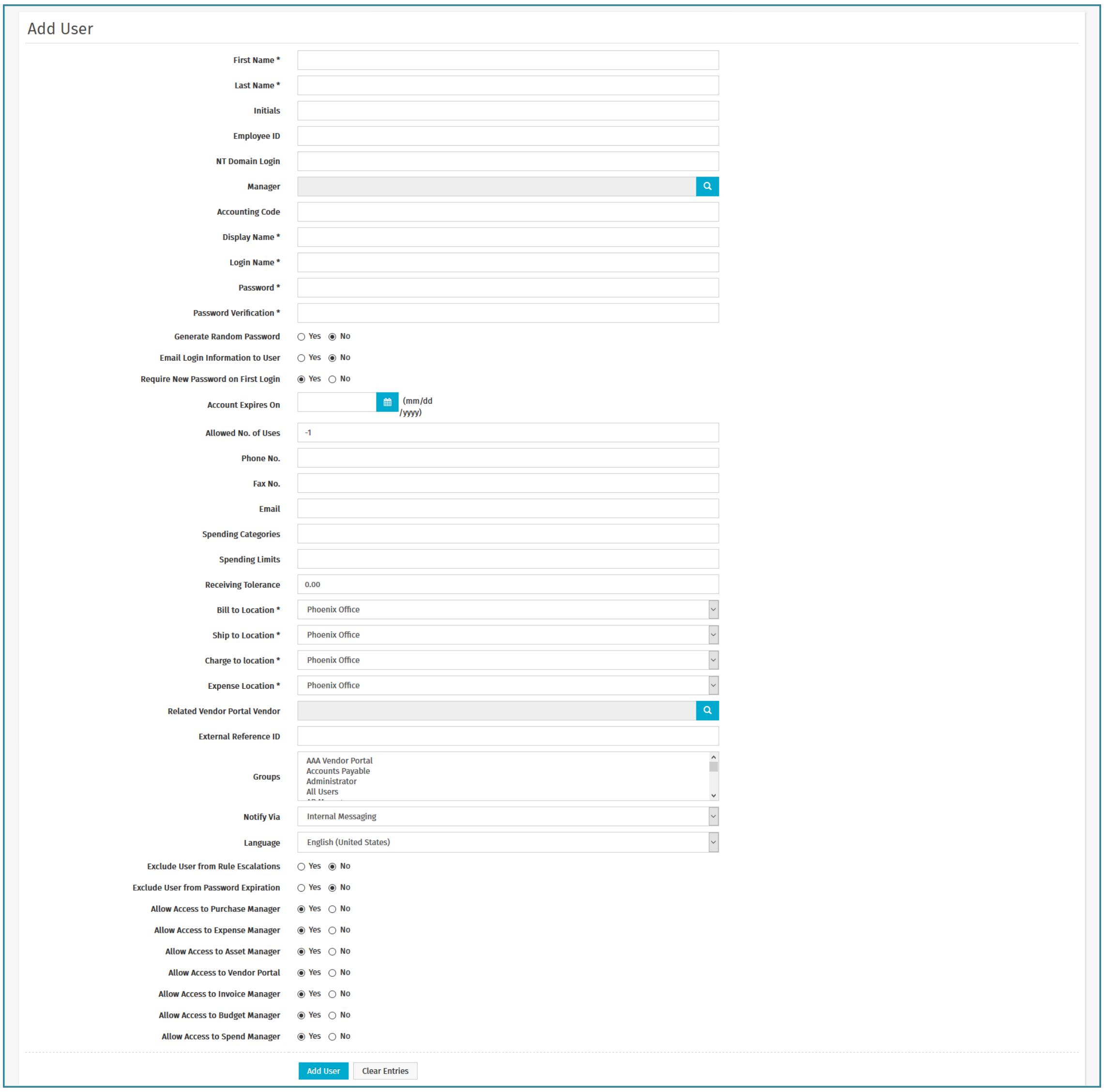


Figure 1: Add User page

3.1 Adding a Vendor Portal User

To add a vendor portal user:

1. From the Dashboard, navigate to **Vendor** > **Users**.
2. Click **Add**.
3. Complete the required fields such as the login name for the vendor portal user, the password, etc.
4. In the Related Vendor Portal Vendor field, use the magnifying glass icon to select the vendor for whom the vendor portal is being set up.

   The vendors must exist in Basware P2P for creating the vendor portal for that vendor.

5. Select the group to which the vendor needs to be assigned in the group's field.
6. Select the No radio button for allow access to assets and work orders, allow access to budgets, allow access to expense, allow access to invoice, and allow access to purchasing fields.
7. Select the Yes radio button to allow access to Vendor Portal.
8. Click **Add User**.

4 Online Vendor Registration Keys

The objective of Basware's online vendor registration is to provide an easy setup of a secure two-way communication link between the user and their vendors. The registration key allows the user to invite multiple vendors at a time; therefore cutting down on entry time.

Consider the following permission to setup the registration process from the user side.

- Manage Registration Key (161)

To register vendors, the administrator must perform the following steps:

1. Create a Vendor Registration Key.
2. Assign vendors to the key.
3. Email an invitation to all vendors with an email address in the system.
4. Export the information for and then manually invite all vendors without an email address.
5. Mark the vendors that were manually invited as *Invited*. Only vendors in Invited status may complete registration.

4.1 Vendor Registration Key Management

The Registration Key page provides a systematic approach for users to invite multiple vendors at a time and to manage the invitations.

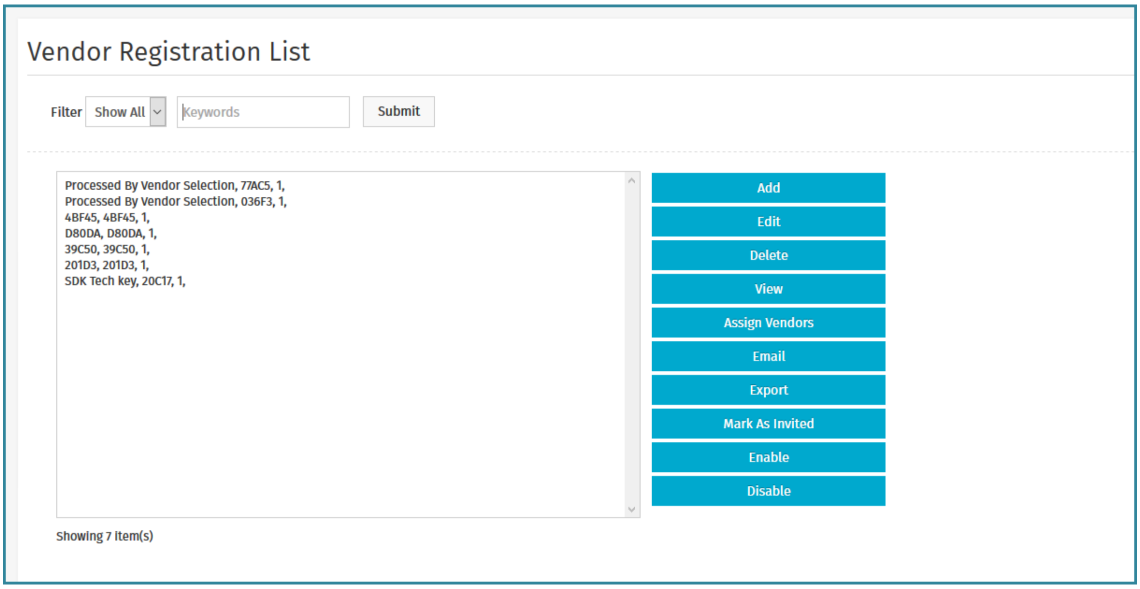


Figure 2: Key Management page

On the Key Management page, the user has the ability to filter the registration invitations by specific information and sort the information. At least one piece of information must be selected for the filter/sort option to work. Show all is the default setting. This option displays the keys the user needs to see.

- In the first filter box, there are three choices. The choices are show all, active, and inactive. Select one.
- In the second filter box, the user can add specific information about the invitation to generate a list. This information can be a key number or key name. Partial information can be entered.
- The sort box allows the user to display the information by creation date, creator, or key number.
- The user clicks Filter/Sort once the information is entered.
- The page displays the information about the keys.

Table 1: Key Management page action definitions

Action	Definition
Add Key	Adds a new key to the list. Starts the process of issuing an invitation to vendors.
Edit Key	Allows information to be changed before the invitation is sent to the vendors.
Delete Key	Gives the option to delete an invitation before it is sent to the specified vendors for that particular key.
View Key	Enables information to be viewed for a specific key. In addition, displays detail information.
Assign Vendors	Displays the page where the user can select the vendors to invite. Allows the user to associate multiple vendors with one key.
Email Key	Sends invitations to specified vendors with email addresses in the system.
Export	Provides the option to send invitations to vendors through “snail mail” if there is not a valid email address for the vendor in the system.
Mark as Invited	Changes the status of vendors without email addresses from assigned to key to invited for registration. Manual entry for the vendors without email addresses need to be marked as invited. This is necessary because vendors cannot register their invitation without being invited for registration.
Enable	Allows the invitation to be activated.
Disable	Allows the invitation to be deactivated.

4.1.1 Accessing the Key Management Page

To access the key management page:

1. From the dashboard, navigate to > **Vendor Registration** > **Registration Key**.
2. Click **Filter/Sort** to display existing keys.

4.1.2 Key Addition and Editing

The Add Key page starts the process to guide the user through the steps of creating a registration invitation to send to vendors. After step 1, the administrator must assign vendors and may choose to send an email invitation to the assigned vendors.

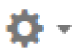
Figure 3: Add Key page, step 1

Table 2: Add Key Page Field and Definitions

Field	Definition
Key	This alphanumeric key is assigned by the system.
Key Name	The name of the invitation sent to multiple vendors.
Expiration Date	The date the invitation to the vendor is no longer valid. This is set for 30, 60, or 90 days in system setting *20060 - Registration Key Expiry Date*.
Notes	This field allows the user to enter information specific to the key.

4.1.3 Adding a Vendor Registration Key

To add a key:

1. From the Dashboard, navigate to  > **Vendor Registration** > **Registration Key**.
2. Click **Add**.
3. Enter the key name in the key name field. The name should identify the group of vendors to which the invitation is being sent.
4. The expiration date is a pre-filled field driven by system setting *20060 - Registration Key Expiry Date*. Change the date if needed to suit individual vendor or company needs.
5. Enter any necessary notes or information about the invitation.
6. Click **Next**
7. On the Assign Vendor page, use the typeahead field in the bottom left to search for the desired vendors by name, account code, type, city, state, or custom (select in dropdown field).
   - For example, to invite all vendors from a particular city, select the *city* option from the drop-down field. Then type the name of the city in the text field to the right. Once this information is complete, click **Add Vendor**. **Do not press the ENTER key**. This action returns the user to the Key Management page.
   - Entering starting partial information is acceptable. The more information provided, the more refined the results of the search is.

- If parent/child vendor relationships are desired when doing the search, check the box beside *Include Parent/Child Vendors*to include both sets. Do not check the box if only the parent vendors or child vendors are desired.

8. The system returns a list of vendors matching the criteria who have not been registered yet. To remove a vendor from the list, select and click **Remove Vendor.**
9. When the displayed list reflects all vendors that are to receive the registration key, click **Assign Vendor**.
10. If no vendor has an email address, the key assignment is complete. If at least one vendor has an email address, the Vendor Invitation page displays. Enter the following information:

    - Subject of the email (required)
    - If desired, check *Use Template* to use the pre-created HTML template for the email as stored in system setting *20100 - Vendor Invitation Email Body*.
    - If a template is not used, type the desired message in the *Message* field. Use the **Replacement** action to insert replacement strings that customize the message for each vendor.

11. Click **Preview** to preview the email.
12. Click **Send Invite** to send the email to all invited vendors.

4.1.4 Vendor Assignment to a Key

The Assign Vendor page allows the user to select vendors from the system to invite them to register through online vendor registration.

Users have several ways to invite the vendors they want to assign to a specific key.

The information for this page needs to be entered starting at the bottom. The filter at the top of the page only works once vendors are listed on the page. Clicking a letter separates the businesses that begin with that particular letter from the other businesses.

There are four criteria in the system for inviting vendors. The criteria are

- The vendor cannot already be registered.
- The vendor cannot have an active key/invite.
- The vendor cannot be an expense vendor.
- The vendor cannot be a discontinued vendor.

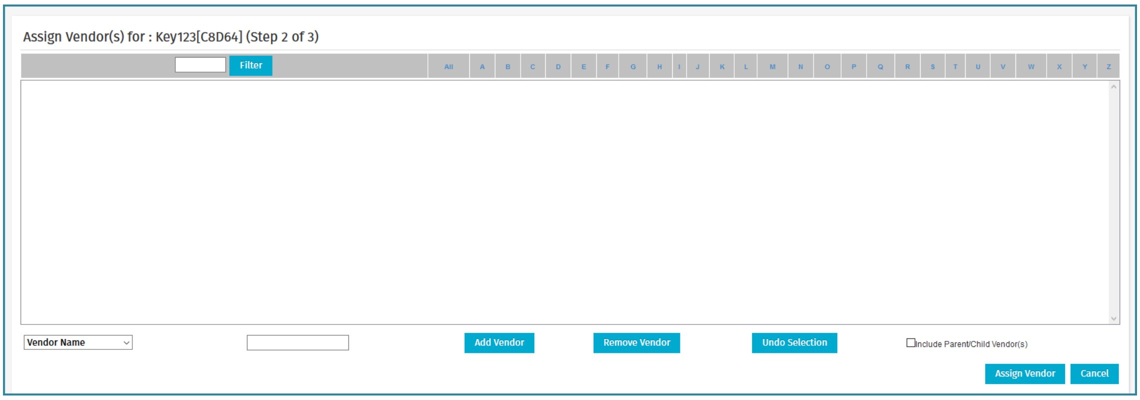


Figure 4: Assign Vendor page

Actions	Definition
Add Vendor	Click this action after selecting a search option from the drop-down box and entering the necessary information to add vendors to this invitation. Do not press the enter key. When the enter key is pressed, the Key Management page is displayed.
Remove Vendor	Click this action to remove a specified vendor from the list.
Undo Selection	Click this action to remove the last selection of vendors from the list.
Assign Vendor	Click this action to assign a user-specified list of vendors to this key/invitation.
Cancel	Click this action to cancel all actions on the page without saving.

Vendors can be added to a key, but they cannot be deleted or removed once the invitation has been sent.

4.1.5 Vendor Email Invitation

This page provides the user with a quick and efficient process to email invitations vendor registrations. An email template is provided or the user can create an original email using the **Replacement** action that provides email strings and their values so the user does not have to type each vendor name and information.

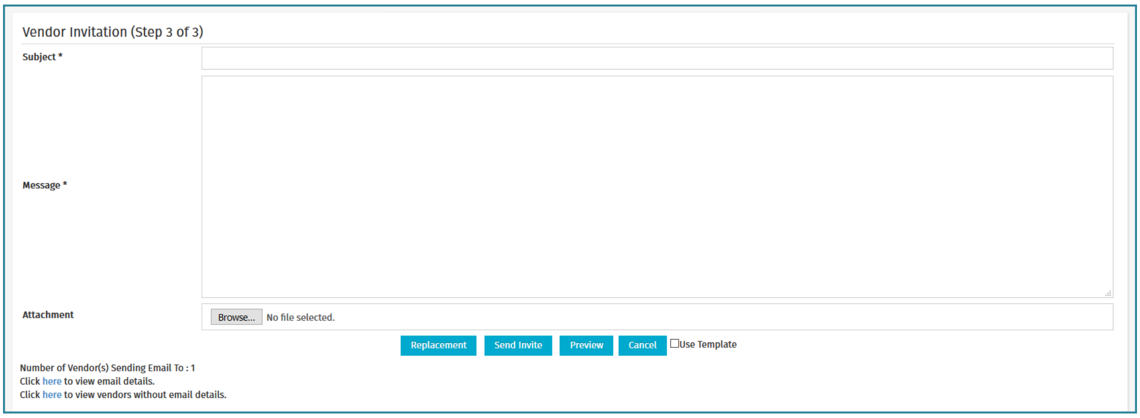


Figure 5: Vendor Registration Email page

Table 3: Vendor Email invite page field definition

Field	Definition
Subject *	Enter the subject of the email. This appears on the subject line of the email. This is a required field.
Message *	Displays the body of the email in this field if a template is chosen. Alternatively, the user can type an original email message in the field. The user needs to remember to use message help while typing since this information contains the replacement strings to supply the diverse information. This is a required field.
Attachment	Provides a place for the user to include an email attachment for the vendor.

Table 4: Vendor Email Invite page action definition

Action	Definition
Replacement	Provides a pop-up box that contains the replacement strings and their values so this information is pre-populated in the email. This is a helpful tool for users creating their own email and not using a template.
Send Invite	Click this action when the email invitation is ready to be sent to the vendors.
Preview	Click this action to view the email invitation before it is sent to the vendors.
Cancel	Click this action to cancel the transactions on the page without saving them.

The administrator can also see lists of the vendors with email details and without email details by clicking the two *here* links at the bottom of the page.

4.1.6 Editing a Registration Key

Changes can be made to the key. The key name, the key expiration date, the processed date, and the processed by fields can be edited even after the invitation has been sent. Information provided by the system cannot be edited.

To edit a key:

1. From the Dashboard, navigate to > **Vendor Registration** > **Registration Key**.

2. Select the key to be edited and click **Edit**.
3. Edit the necessary information.
4. Click **Edit Key** to save the changes and return to the Key Management page.

4.1.7 Deleting a Registration Key

The user can delete a key before it is sent to the vendor. Once a key is marked in the system as invited, it cannot be deleted.

To delete a key:

1. From the Dashboard, navigate to > **Vendor Registration** > **Registration Key**.
2. Select the key to be deleted and click **Delete**.
3. Click **OK** in the confirmation pop-up.

4.1.8 View Key Page

The View Key page provides information about a specific key. The page is divided into three sections. The three sections are view key, registration detail, and history log.

The view key section lists specific information about that key. This is information provided by the system to inform the user of all actions.

The registration detail section provides the registration ID, the vendor ID, the vendor name, and the status of the invitation. In the page shot below, one vendor is invited for registration and six vendors are assigned to the key. The registration ID and vendor ID are links to the View Registration page for that specific vendor.

Vendors invited for registration are vendors with email addresses in the system.

Vendors assigned to the key are vendors without email addresses in the system. Vendors who are assigned a key can be invited through regular mail. Refer to the Marking Vendors as Invited section to learn how to do this.

The history log displays all the actions for the key. It includes a description of the action, who did the action, and the date and time of the action.

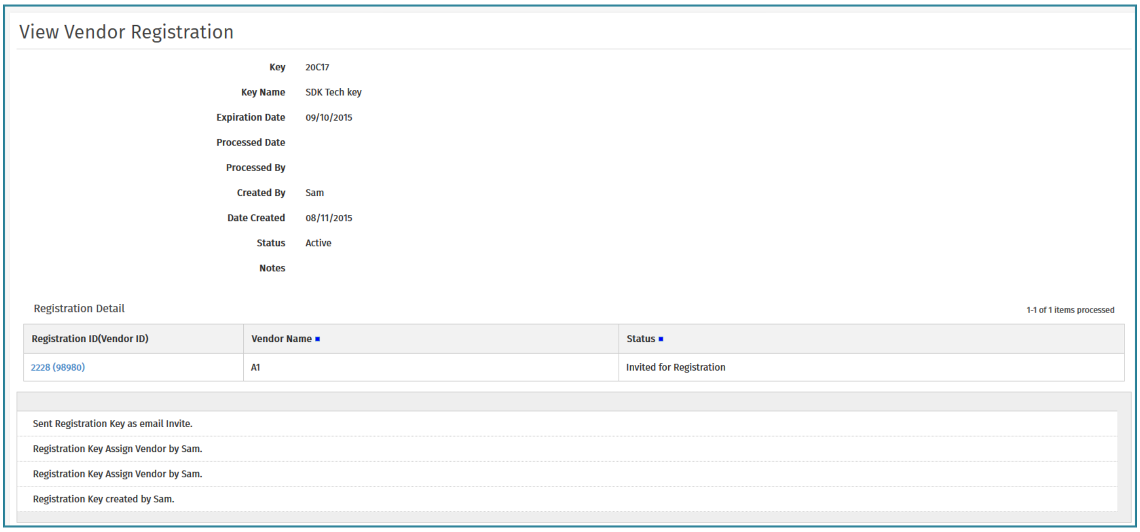


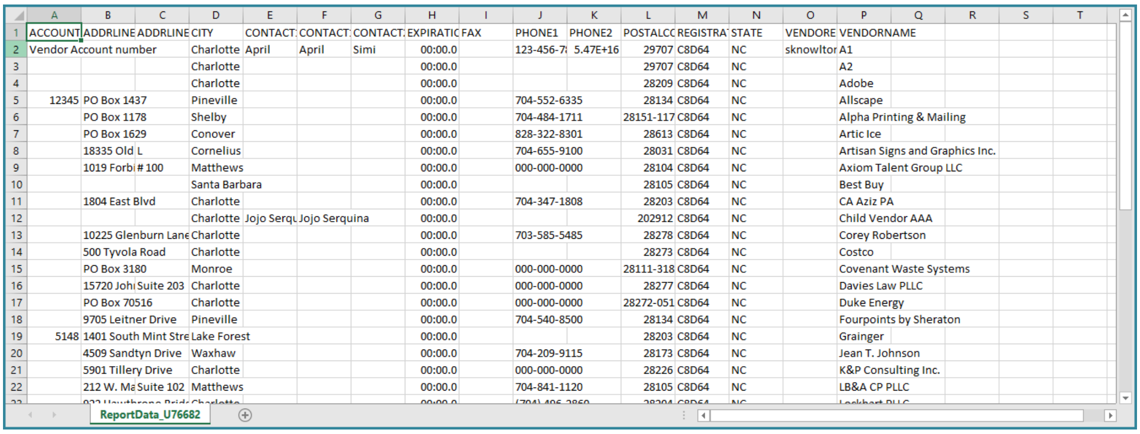
Figure 6: View Key page

Table 5: View Key page field definitions

Fields	Definition
Key	Provides the alphanumeric combination for the key.
Key Name	Provides the name the user assigned to the key.
Expiration Date	Provides the date the key expires. Vendors must register by this date or they need to be assigned to a new key.
Processed Date	Provides the date that the invitation is sent through regular mail or the key was edited.
Processed By	Provides the name of the person who sent the invitations through regular mail or the person who edited the key.
Created By	Provides the name of the user who created the key.
Date Created	Provides the date the key was created.
Status	Informs the user whether the key is active or inactive.
Notes	Provides the notes that were entered on the Add Key page.

4.1.9 Exporting Registered Vendor Data

The export function allows the user to create a CSV list of vendors without email addresses, in the system, so these vendors can be invited to register for the vendor portal. This list is created outside of Basware.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	ACCOUNT	ADDRLINE	ADDRLINE	CITY	CONTACT:	CONTACT:	CONTACT:	EXPIRATIC	FAX	PHONE1	PHONE2	POSTALCC	REGISTRA	STATE	VENDORE	VENDORNAME
2	Vendor Account number			Charlotte	April	April	Simi	00:00.0		123-456-7!	5.47E+16	29707	C8D64	NC	sknowltor	A1
3				Charlotte				00:00.0				29707	C8D64	NC		A2
4				Charlotte				00:00.0				28209	C8D64	NC		Adobe
5	12345	PO Box 1437		Pineville				00:00.0		704-552-6335		28134	C8D64	NC		Allscape
6		PO Box 1178		Shelby				00:00.0		704-484-1711		28151-117	C8D64	NC		Alpha Printing & Mailing
7		PO Box 1629		Conover				00:00.0		828-322-8301		28613	C8D64	NC		Artic Ice
8		18335 Old	L	Cornelius				00:00.0		704-655-9100		28031	C8D64	NC		Artisan Signs and Graphics Inc.
9		1019 Forbi	# 100	Matthews				00:00.0		000-000-0000		28104	C8D64	NC		Axiom Talent Group LLC
10				Santa Barbara				00:00.0				28105	C8D64	NC		Best Buy
11		1804 East Blvd		Charlotte				00:00.0		704-347-1808		28203	C8D64	NC		CA Aziz PA
12				Charlotte	Jojo Serqu	Jojo Serquina		00:00.0				202912	C8D64	NC		Child Vendor AAA
13		10225 Glenburn Lane		Charlotte				00:00.0		703-585-5485		28278	C8D64	NC		Corey Robertson
14		500 Tyvola Road		Charlotte				00:00.0				28273	C8D64	NC		Costco
15		PO Box 3180		Monroe				00:00.0		000-000-0000		28111-318	C8D64	NC		Covenant Waste Systems
16		15720 Johi	Suite 203	Charlotte				00:00.0		000-000-0000		28277	C8D64	NC		Davies Law PLLC
17		PO Box 70516		Charlotte				00:00.0		000-000-0000		28272-051	C8D64	NC		Duke Energy
18		9705 Leitner Drive		Pineville				00:00.0		704-540-8500		28134	C8D64	NC		Fourpoints by Sheraton
19	5148	1401 South Mint Stre		Lake Forest				00:00.0				28203	C8D64	NC		Grainger
20		4509 Sandtyn Drive		Waxhaw				00:00.0		704-209-9115		28173	C8D64	NC		Jean T. Johnson
21		5901 Tillery Drive		Charlotte				00:00.0		000-000-0000		28226	C8D64	NC		K&P Consulting Inc.
22		212 W. Ma	Suite 102	Matthews				00:00.0		704-841-1120		28105	C8D64	NC		LB&A CP PLLC

Figure 7: Sample export of Excel sheet for vendors without email addresses in the system

1. From the Dashboard, navigate to > **Vendor Registration** > **Registration Key**.
2. Select the key with data to be exported and click **Export**.
3. Choose whether to save or open the file. The CSV file can be opened in Microsoft Excel or Notepad.

4.1.10 Marking Vendors as Invited

Once the letters are sent manually, the user must inform the system that the vendors without email addresses have been invited. Vendors cannot register until their status is marked as invited.

To mark a vendor as invited:

1. From the Dashboard, navigate to > **Vendor Registration** > **Registration Key**.
2. Select the key associated to the vendors who need to be marked as invited.
3. Click **Mark as Invited.**

5 New Registration

This page provides the user with the ability to register a vendor (who is not associated with any active key or already registered) while the vendor is visiting the office or is on the phone. Information already in the system for the vendor pre-populates in the fields for this page. The user needs to verify with the vendor that the pre-existing information is correct.

Consider the following permission to setup the registration process from the user side.

- Vendor Registration (162)

When a user clicks the **New Registration** link, the following page is displayed.

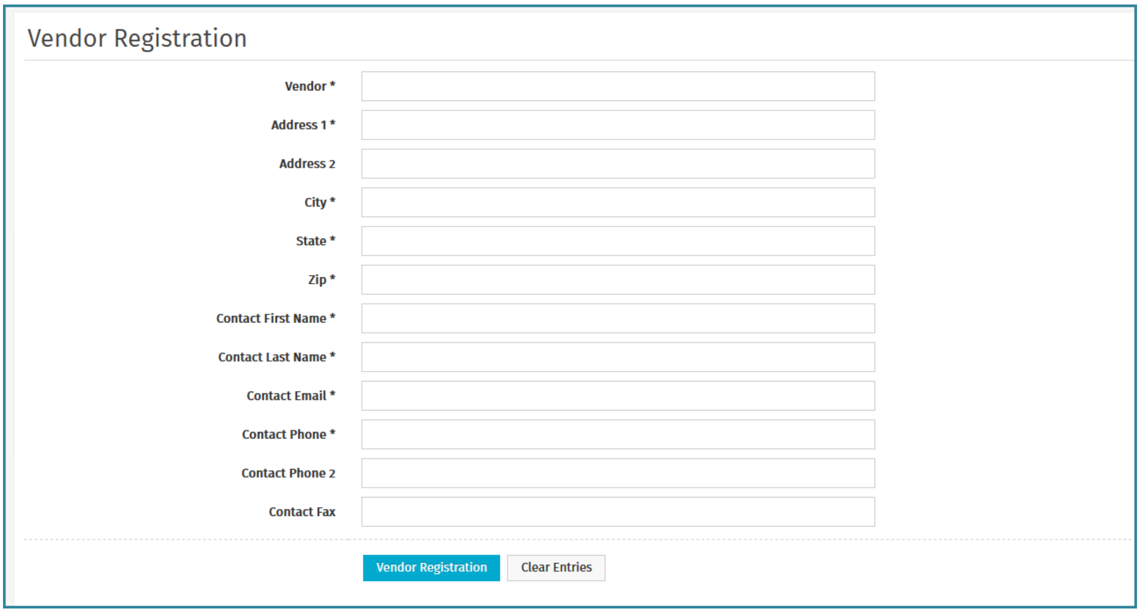


Figure 8: New Registration page

Table 6: New Registration Setup Page Field Definitions

Field	Definition
Vendor	The user to selects the vendor to register. This is a required field.
Address 1	The user enters the first address of the vendor. This is a required field.
Address 2	The user enters the second address of the vendor.
City	The user enters the city where the vendor is located. This is a required field.
State	The user enters the state where the vendor is located. This is a required field.
Zip	The user enters the Zip code for the address of the vendor. This is a required field.
Contact First Name	The user enters the first name of the contact person for the specified vendor. This is a required field.
Contact Last Name	The user enters the last name of the contact person for the specified vendor. This is a required field.

Table 6: New Registration Setup Page Field Definitions (continued)

Field	Definition
Contact Email	The user enters the email address of the contact person for the specified vendor. This is a required field.
Contact Phone	The user enters the first phone number to reach the contact person for the specified vendor. This is a required field.
Contact Phone 2	The user enters the second phone number to reach the contact person for the specified vendor.
Contact Fax	The user enters the fax number of the contact person for the specified vendor.
Action	The user clicks on Vendor Registration to continue with the vendor registration process or clicks on Clear Entries to stop the registration process.

5.1 Adding a Vendor Using the New Registration Link

If the vendor is already assigned a key, has registered online, or provides invalid information, the registration cannot be processed and a stop message displays.

To add a vendor using the new registration link:

1. From the Dashboard, navigate to > **Vendor Registration** > **New Registration**.
2. Begin entering the vendor name. When the system has enough information, vendor names that match the information being entered are displayed in a drop down list.
3. Select the name of the vendor being registered from the drop down list. The vendor information that is in the system pre-populates in the fields.
4. Change or add any necessary information.
5. Click **Vendor Registration**. The system displays a message stating the registration was processed successfully.

5.2 Vendor Registration Approval

When a vendor registers for Vendor Registration, the vendor's information can be automatically registered or the vendor's information can be sent to a work queue depending on the approval settings. System setting *20000 - Auto Approve Vendor Registration* controls whether vendor registration is automatically approved or not. The default setting is no.

Basware recommends users use two work queues: matched vendors and unmatched vendors.

- Matched vendors are vendors who have the appropriate information to register (purchase order, invoice number, and/or check number).
- Unmatched vendors are vendors who register without the appropriate information.

If the vendor has registered and auto-approve is not set up in the system, the vendor's information is sent to a work queue. Users, with the permissions granted, see the Work Queue heading on their My Tasks page.

5.2.1 Approving a Vendor's Registration

To approve a vendor's registration:

1. From My Tasks page, click the go link under the Work Queue (WQ) heading. Depending on the number of vendors in the work queue, the filter option may or may not need to be used.
2. Select the vendor to approve.
3. Click Review Registration. On the left side of the page (when viewing it) is the information entered by the vendor during the registration process. On the right side of the page is the information retrieved from the system.
4. Select the information to be stored in the system.
5. Double check the Allowed Number of USers field. This is the number of users the vendor is allowed to have assigned to the vendor portal.

   Users are only allowed to use up to the number of licenses they have purchased for the for the vendor portal.

6. Click **Approve** if the vendor registration is to be accepted or **Reject** if the vendor registration is not to be accepted.

An email is sent to the vendor confirming the registration or rejecting it. The confirmation email contains a login name and a password for the vendor to connect to the Vendor Portal.

6 Vendor Payment Terms

Users and vendors can negotiate payment terms through the vendor portal.

One of the following permissions is required:

- Manage Vendors (11)
- Manage Catalogs (19)
- Manage Payment Terms (21)

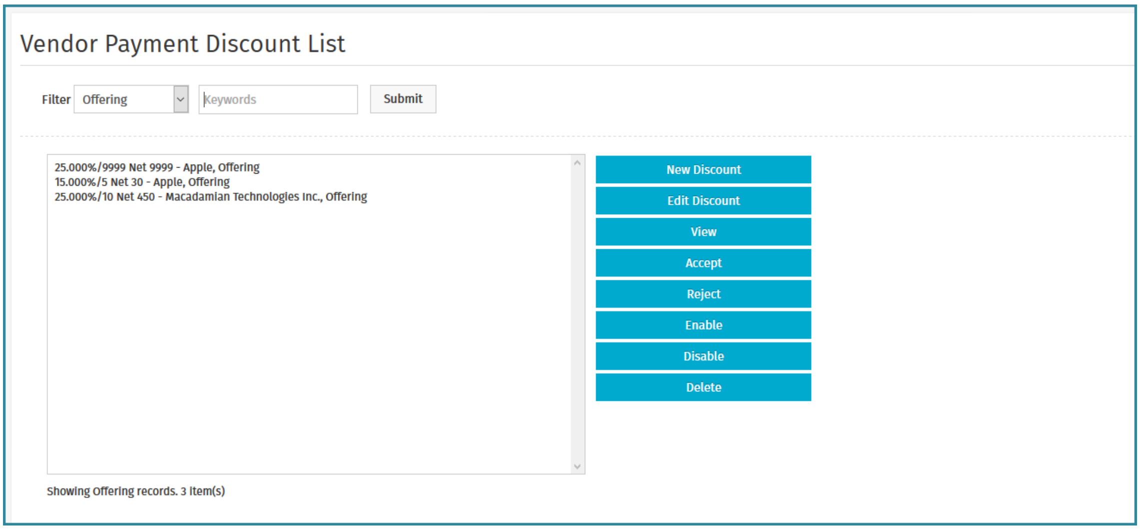


Figure 9: Manage Vendor Payments Discount page

Action	Definition
New Discount	The user is able to create a new discount offer for a vendor.
Edit Discount	The user can edit an offered discount by a vendor or a discount that he is asking for.
View	The user is able to view the details of the discount without making changes.
Accept	The user accepts the discount offered by the vendor.
Reject	The user rejects the discount offered by the vendor.
Enable	The user is able to enable a disabled discount.
Disable	The user is able to disable an active discount. Only active discounts can be disabled.
Delete	The user is able to delete a discount.

6.1 Viewing the Manage Vendor Payment Discounts page

To view the manage vendor payment discounts page:

1. From the Dashboard, navigate to > **Vendors** > **Vendor Payment Discounts**.

2. The default filter value is *Offering*. All discounts being offered by the vendor portal vendors are listed.

3. To filter for other options, click . The options available are
   - Show All
   - Active
   - Asking
   - Inactive
   - Offering
   - Rejected
   - Vendor Rejected
   - Global

4. To sort the filtered information select one of the following from the sort drop down field:
   - Date
   - Vendor
   - Vendor and Date

6.2 Adding a New Vendor Discount

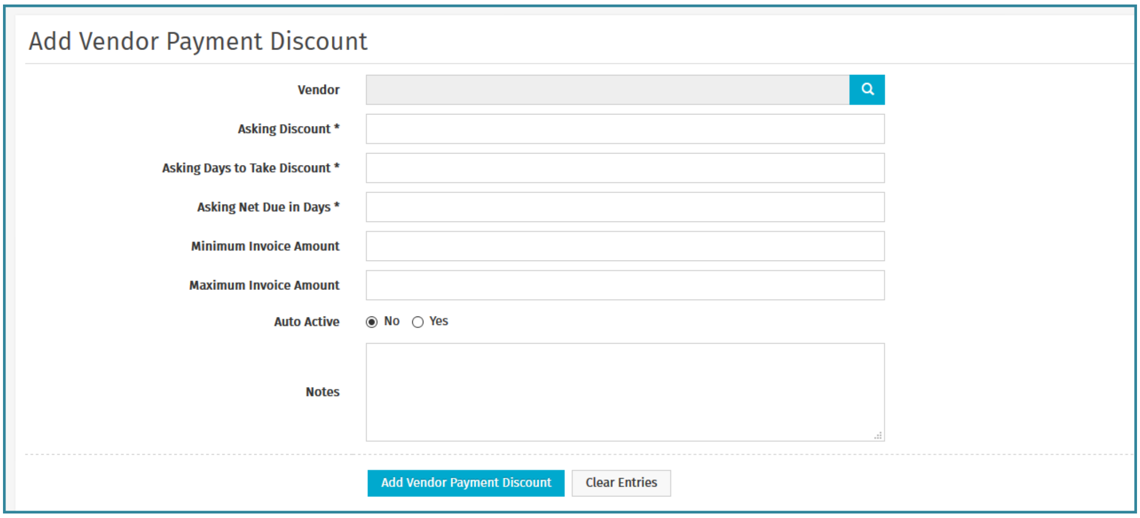


Figure 10: Add Vendor Payment Discount page

Table 7: Add Vendor Payment Discount page field definitions

Field	Definition
Vendor	Select a vendor using the magnifying glass icon to ask for a discount.
Asking Discount*	Enter the amount of the discount being asked for.
Asking Days to take Discount*	Enter the number of days the user has to take advantage of the discount.

Table 7: Add Vendor Payment Discount page field definitions (continued)

Field	Definition
Asking Net Due in Days*	Enter the number of days in which the bill is due regardless of the discount.
Minimum Invoice Amount	Enter the minimum amount of the invoice for the discount to take effect.
Maximum Invoice Amount	Enter the maximum amount of the invoice for the discount to take effect.
Auto Active	Select yes or no to make this active automatically.
Notes	Enter any notes about the discount.

If the minimum amount and the maximum invoice amounts are left blank, the discount applies to all invoices.

To add a new vendor discount:

1. From the Dashboard, navigate to > **Vendors** > **Vendor Payment Discounts**.
2. Click **New Discount**.
3. Enter the required information.
4. Click **Add Vendor Payment Discount**.

6.3 Editing a Vendor Payment Discount

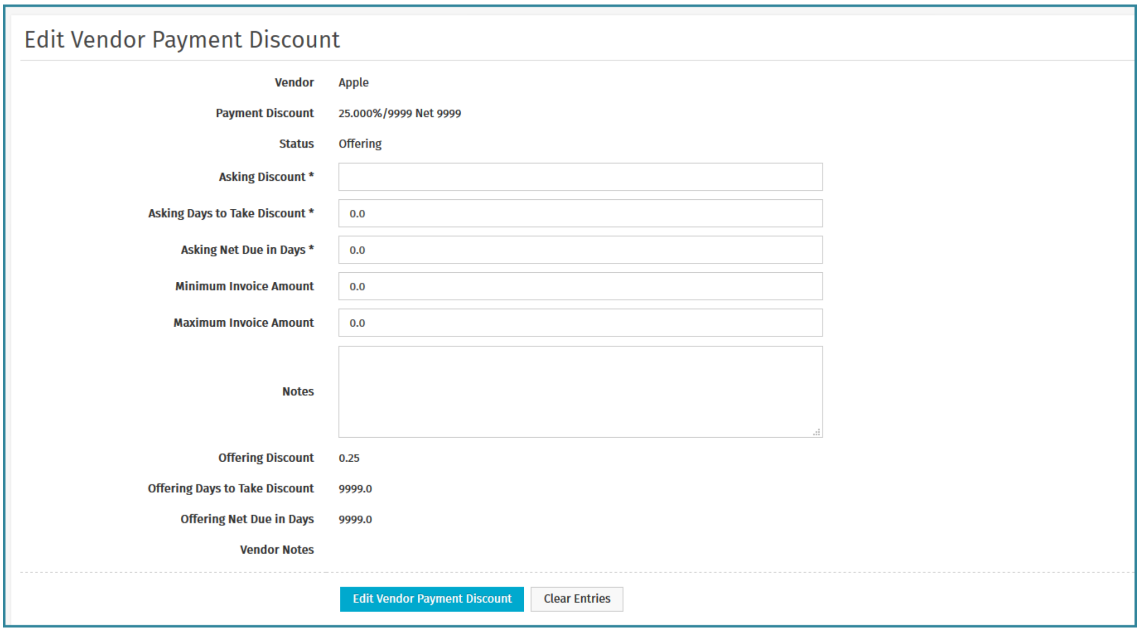


Figure 11: Edit Vendor Payment Discount page

Table 8: Edit Vendor Payment Discount field definitions

Field	Definition
Vendor	Displays the vendor name. This is a non-editable field.
Payment Discount	Displays the last discount offered or asked for. This is a non-editable field.
Status	Displays the status of the discount. This is a non-editable field.
Asking Discount*	Enter the new amount being asked for.
Asking Days to take Discount*	Enter the new number of days the user has to take advantage of the discount.
Asking Net Due in Days*	Enter the new number of days in which the bill is due regardless of the discount.
Minimum Invoice Amount	Enter the new minimum amount of the invoice for the discount to take effect.
Maximum Invoice Amount	Enter the new maximum amount of the invoice for the discount to take effect.
Auto Active	Select yes or no to make this active automatically.
Notes	Enter any notes about the discount.

To edit a vendor discount:

1. From the Dashboard, navigate to > **Vendors** > **Vendor Payment Discounts**.
2. Click **Edit Discount**.
3. Enter the information to be edited.
4. Click **Edit Vendor Payment Discount**.

6.4 Viewing a Vendor Discount

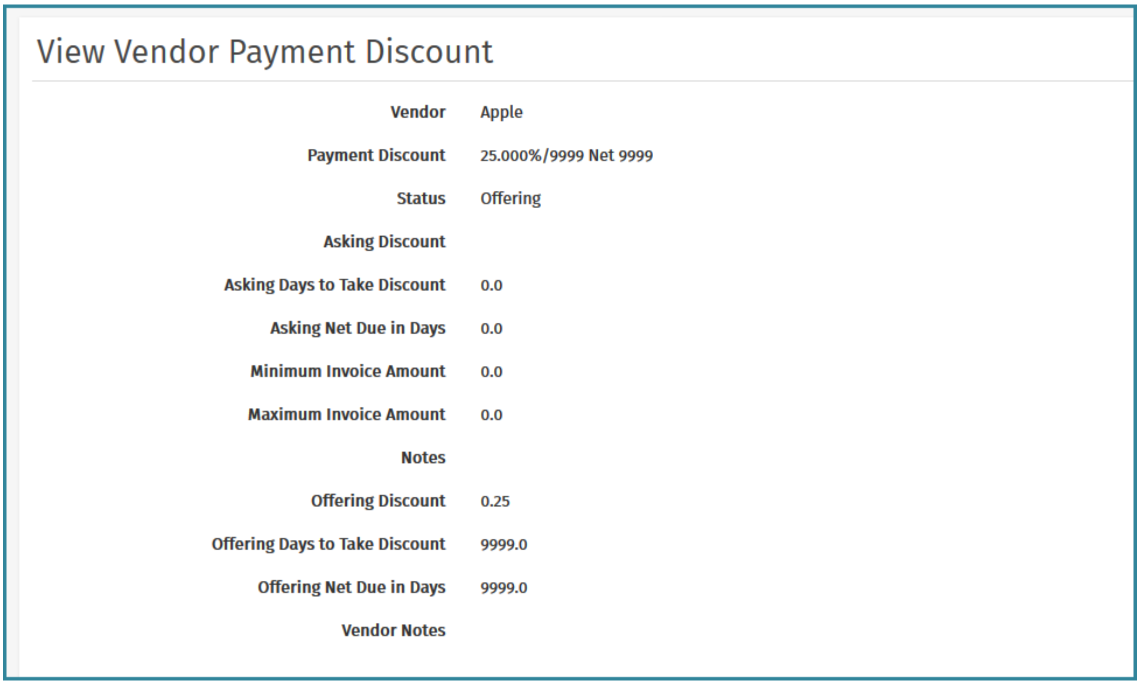


Figure 12: View Vendor Payment Discount page

To view a vendor discount:

1. From the Dashboard, navigate to > **Vendors** > **Vendor Payment Discounts**.
2. Select the discount to view and click **View**.

6.5 Accepting an Offered Vendor Discount

To accept a vendor discount.

1. From the Dashboard, navigate to > **Vendors** > **Vendor Payment Discounts**.
2. Select the payment discount to be accepted.
3. Click **Accept**.

6.6 Rejecting an Offered Vendor Discount

To reject a vendor discount.

1. From the Dashboard, navigate to > **Vendors** > **Vendor Payment Discounts**.
2. Select the payment discount to be rejected.

3. Click **Reject**.

6.7 Enabling a Vendor Discount

To enable a vendor discount.

1. From the Dashboard, navigate to > **Vendors** > **Vendor Payment Discounts**.
2. Filter for *inactive* payment discounts.
3. Select the payment discount to be enabled.
4. Click **Enable**.

6.8 Disabling a Vendor Discount

Only active payment discounts can be disabled.

To enable a vendor discount.

1. From the Dashboard, navigate to > **Vendors** > **Vendor Payment Discounts**.
2. Filter for active payment discounts.
3. Select the payment discount to be disabled.
4. Click **Disable**.

6.9 Deleting a Vendor Discount

To delete a vendor discount.

1. From the Dashboard, navigate to > **Vendors** > **Vendor Payment Discounts**.
2. Select the payment discount to be deleted.
3. Click **Delete**.
4. Click **OK** on the confirmation pop up window.