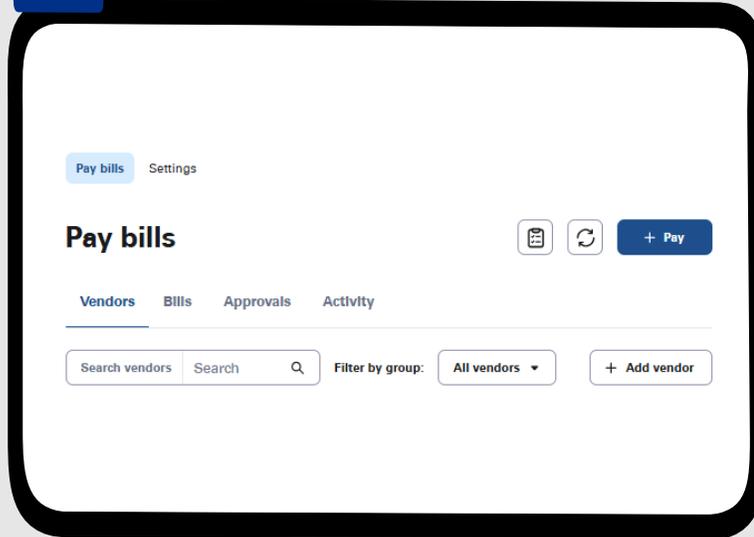


Payments: Add a Custom Vendor

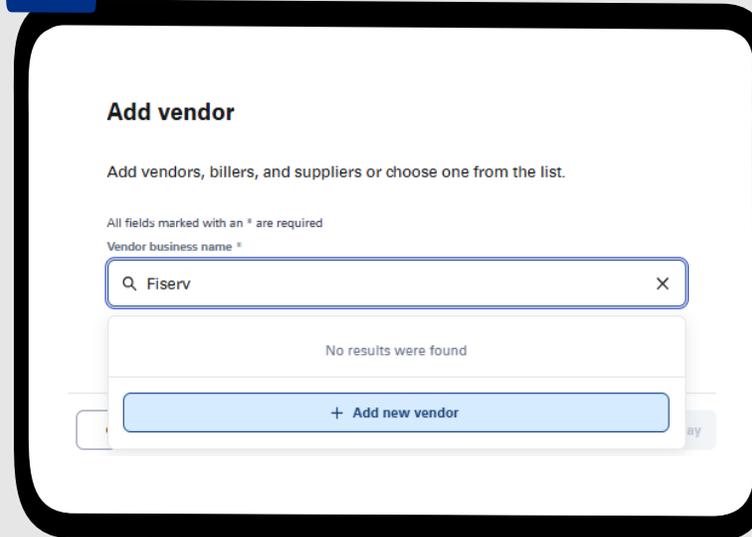
1



The screenshot shows the 'Pay bills' interface. At the top, there are tabs for 'Pay bills' and 'Settings'. Below that, the 'Pay bills' title is followed by a calendar icon, a refresh icon, and a '+ Pay' button. Underneath, there are tabs for 'Vendors', 'Bills', 'Approvals', and 'Activity'. The 'Vendors' tab is selected. Below the tabs, there is a search bar with 'Search vendors' and 'Search' labels, a search icon, and a 'Filter by group' dropdown menu set to 'All vendors'. To the right of the search bar is a '+ Add vendor' button.

From the "Vendors" inbox, Click "+ Add vendor" button.

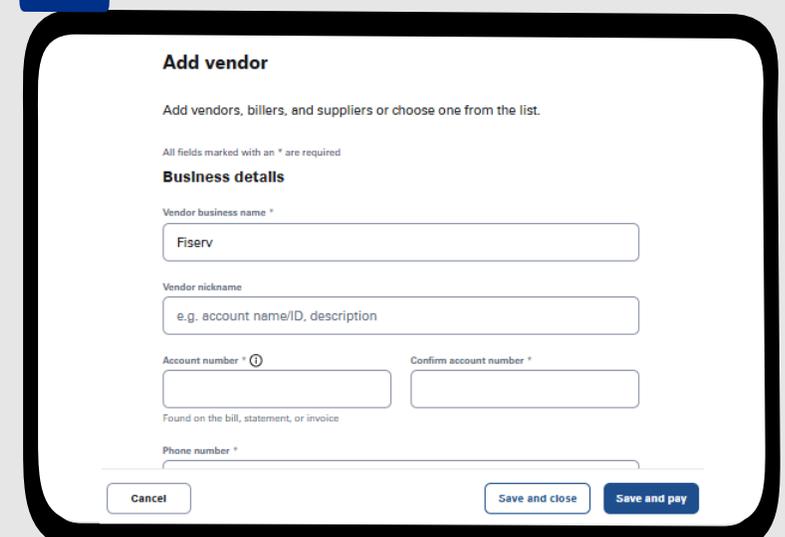
2



The screenshot shows the 'Add vendor' search interface. At the top, there is the title 'Add vendor' and the instruction 'Add vendors, billers, and suppliers or choose one from the list.' Below that, there is a note 'All fields marked with an * are required' and a label 'Vendor business name *'. A search input field contains 'Fiserv' and has a search icon on the left and a close icon on the right. Below the search field, there is a message 'No results were found'. At the bottom of the search results area, there is a '+ Add new vendor' button.

Search for the vendor name. If the vendor does not show in the directory, click the "+ Add new vendor" button.

3



The screenshot shows the 'Add vendor' form. At the top, there is the title 'Add vendor' and the instruction 'Add vendors, billers, and suppliers or choose one from the list.' Below that, there is a note 'All fields marked with an * are required' and the section title 'Business details'. The form contains several input fields: 'Vendor business name *' with the value 'Fiserv', 'Vendor nickname' with the placeholder 'e.g. account name/ID, description', 'Account number *' with a help icon, and 'Confirm account number *'. Below these fields, there is a note 'Found on the bill, statement, or invoice' and a 'Phone number *' field. At the bottom of the form, there are three buttons: 'Cancel', 'Save and close', and 'Save and pay'.

Add the required information. Click "Save and close" or "Save and pay." The vendor will appear in the "Vendors" inbox.