

# Importing - Vendor

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### Purpose:

The Vendor Import Type is designed to allow users to use the import function to add new or update existing Vendor records.

### Required Fields:

- New Records: Name
- Existing Records: ID and the field(s) you would like to update -- Follow the ID Method: [Video - Updating the Items List with Imports](#)

### Mapping Tips:

- ID = ID from the Vendors List