



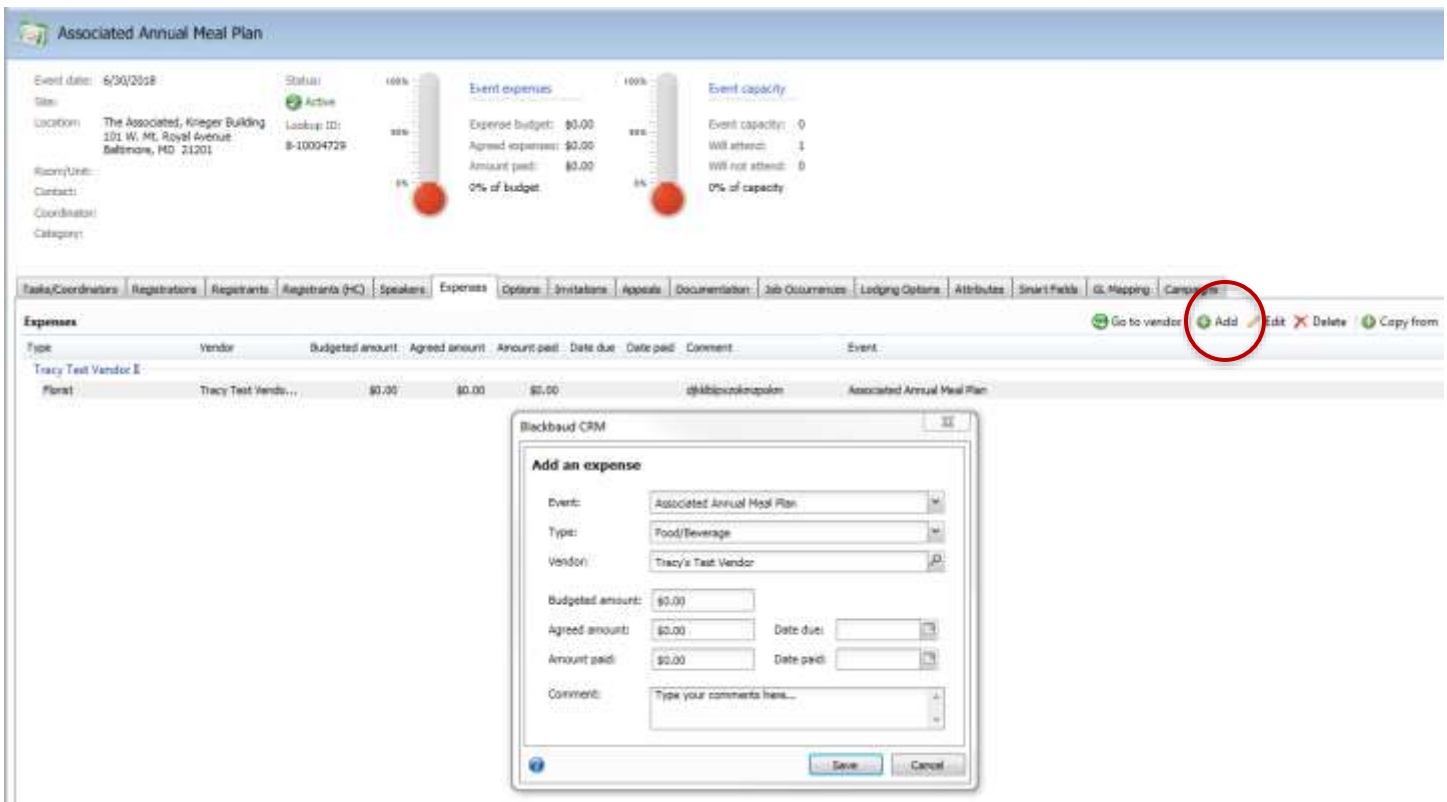
From the event go to the “Expenses” tab and click Add in the Action Bar. This will bring up a form. (see screenshot #1)

Choose a vendor type from the drop down. Next add the vendor. If the Vendor already exists in ARK, search and select them.

If they do not have an existing account, a request to add them will need to be submitted to [database@associated.org](mailto:database@associated.org). Once the account is in ARK, you can then add them as a vendor to your event. The first time they are added to an event as a Vendor, their account will **automatically receive the “Vendor” constituency.** (see screenshot #2)

We can **query on the “Vendor” constituency for reporting purposes** in a variety of ways. Ask your friendly Donor Center for details.

### Screenshot #1





## Tracy's Test Vendor



Lookup ID: 10128362

Active constituencies:

[Vendor](#)

Primary team member: Rollover node code: Campaign participation in: Giving As:

Occupation: Is retired: No Manual Sort Name:

- Contact
- Organization info
- Relationships
- Memberships
- Constituencies
- Documentation
- Accounts
- Attributes
- Smart Fields
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### Addresses

Contact information	Type	Primary	Do not contact	Start date
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