# Utilizing Vendors to Upload Content for Review

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## What is a Vendor?

Vendors are a type of user that can upload proofs, upload new versions of proofs, and view feedback on proofs they've uploaded. Vendors cannot route proofs, edit proof information, or access any request or project details.

> Vendors are intended to be used for outside freelancers, contractors, or agency partners who need to provide completed content to the team. The Vendor role allows you to provide a consistent experience for your reviewers regardless of who creates the content.

## Adding a New Vendor

inMotion account administrators can add Vendors in the same way they would add any other user by navigating to Account Settings.

1. Navigate to **Account > Account Settings > Users/Groups.**
2. Click **New User** in the top right of the settings window.
3. Enter the new user's name, email address, username, and password.
4. Select 'Vendor' in the User Type section. *Note: If this option is not available, contact support (http://guide.inmotionnow.com/help/contact-feedback) to have this user role enabled.*
5. In order for a vendor to upload content, you must assign them to at least one Proof Template (http://guide.inmotionnow.com/help/proof-templates) .
6. Click **Save**.

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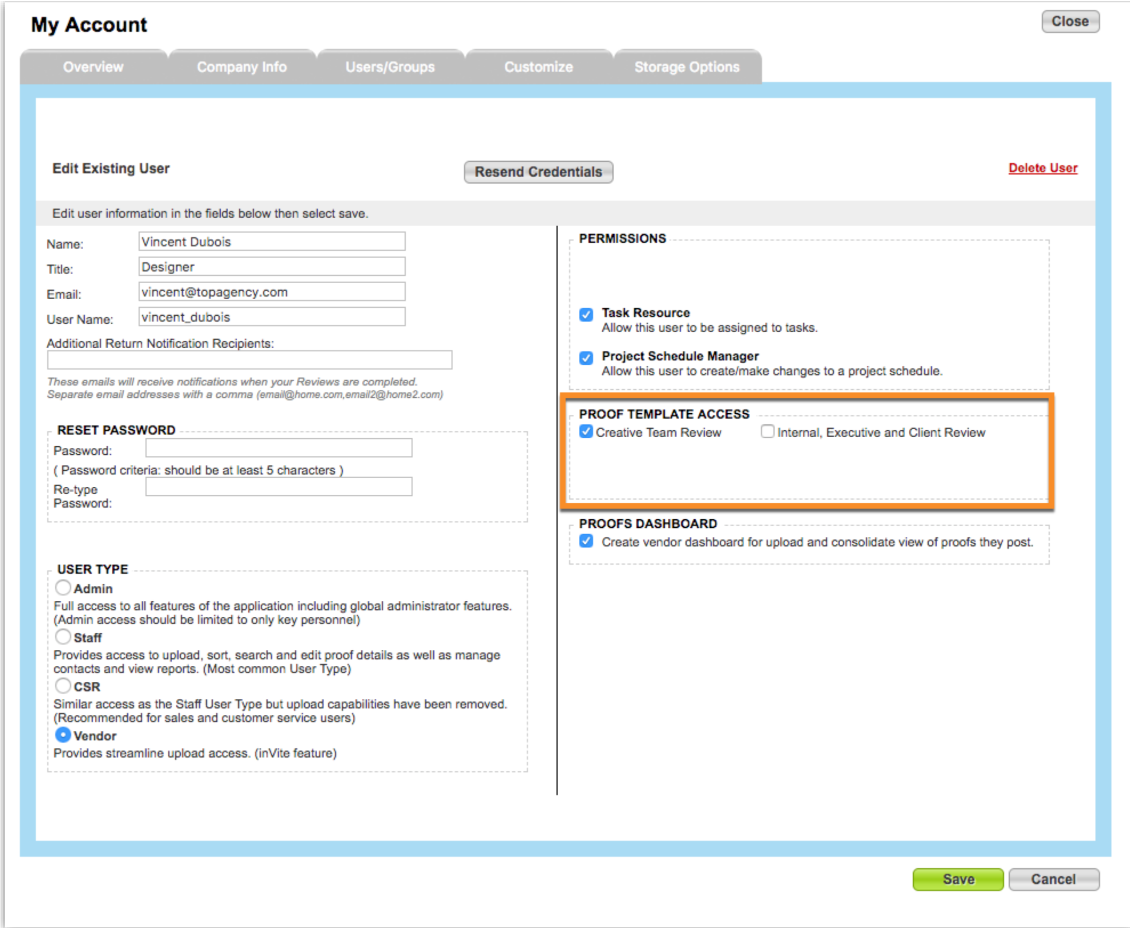


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## Uploading Content as a Vendor

1. Login to the vendor account.
2. Click the **POST CONTENT FOR REVIEW** button in the top right of the screen to load files into the proof.
3. After adding the asset files, assign a Proof Template, provide a proof name and provide notes to the reviewers when necessary.

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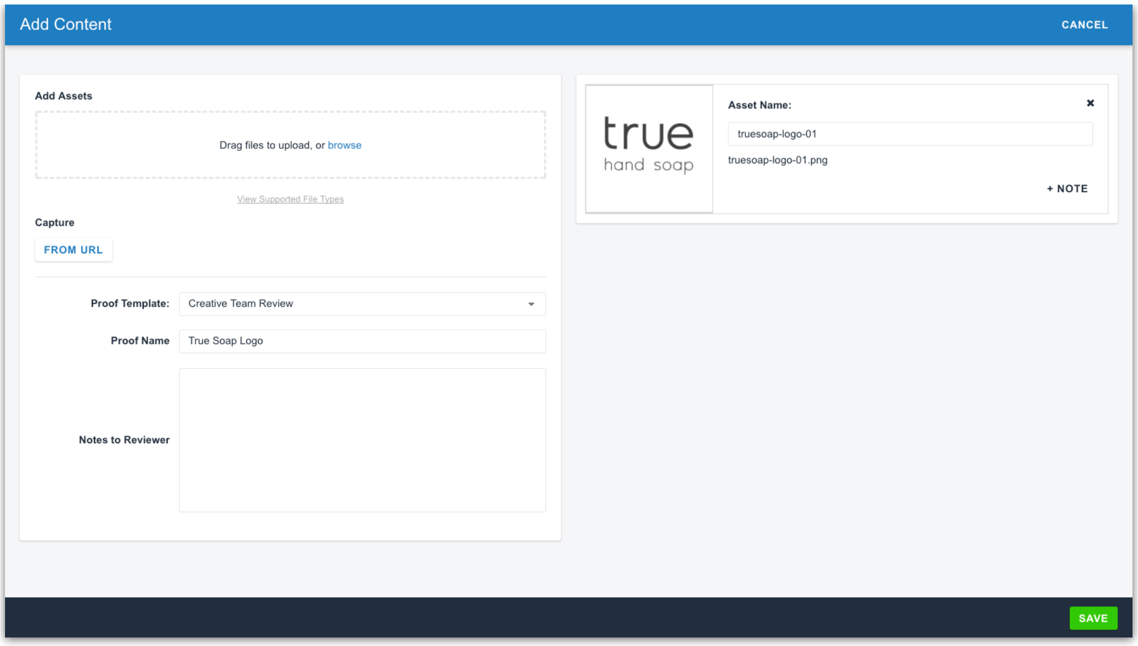
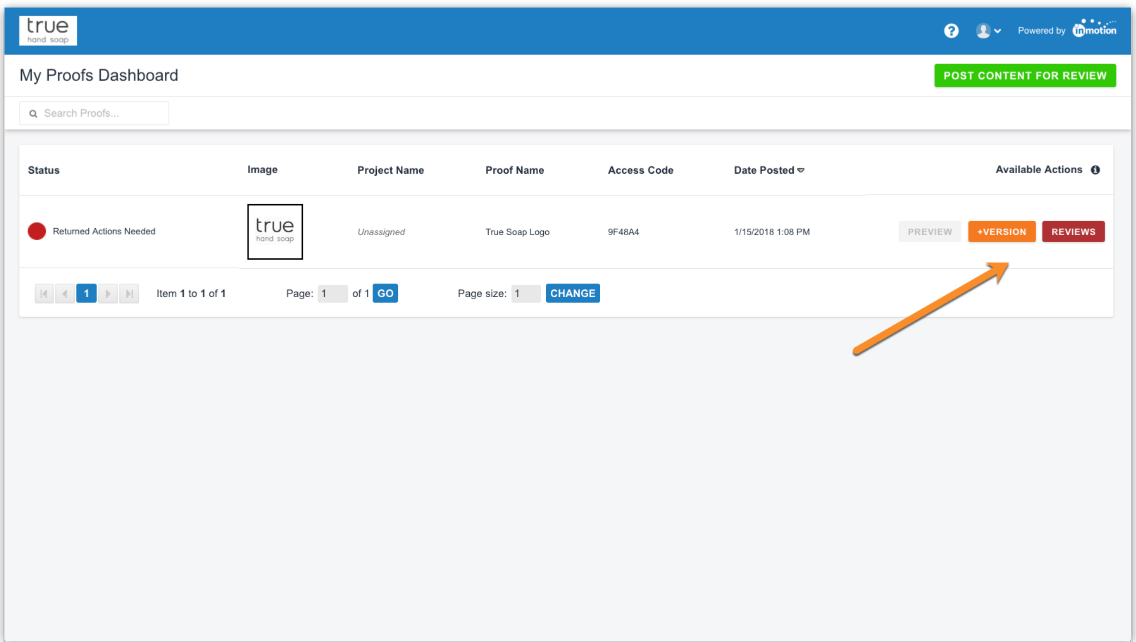



4. Click **SAVE** in the bottom right to post the proof.

## Viewing Feedback and +Versioning

After reviews have been completed, the Vendor will be notified via email that the proof has been returned. They can then log-in to their dashboard and view the feedback by clicking the **REVIEWS** button to the right of the applicable proof. After the necessary changes are complete, the Vendor uses the **+VERSION** button to post the updated version of their asset(s).



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