


Uploading Rate Cards

To upload rate cards into the system:

1. Navigate to the **Vendor Card** via the **Master Data** tab in the left-hand menu.
2. Search for and select the relevant vendor.
3. On the right-hand side of the vendor record, select the **Document icon** () to open the vendor's **Rate Cards** page.
4. On the Rate Cards page, select the grey **Drag and Drop Upload** area to upload the Rate Card PDF.
5. Once uploaded, complete the required fields:
 - **Code**
 - **Description**
 - **Start Date**
 - **End Date**

The uploaded PDF will automatically populate the **Document** field and will appear as a hyperlink, allowing users to open and view the rate card directly from the system.

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