



Vendor Portal

Default Invoices 7		Sort Due Date		Filter Status Open Invoices					
Status	Approval	Type	Vendor	Invoice Number	Bill Description	Amount	Currency	Invoice Date	
		Invoice	Apple	22611715	Computer equipment for new hires (Marketing dept.) in Fe...	6,804.69	USD	09/30/2021	
		Invoice	Zoom Video Coomunications, Inc.	42145	Video Platform	1421.33	USD	09/30/2021	
		Invoice	Hourglass	22611715	Communication Platform	6,804.59	USD	02/15/2022	
GL Account		This vendor may be part of the Vic Vendor Network. Click below to view their profile and connect. Connect to Vendor		Vendor	Department	Location	Item Description	Item Text (On Invoice)	
Add Line		Add Vendor		210 IT	San Francisco		Split		
2020 - Computer Equ		Apple 0.97							
		DNU - Managed by Q LLC 0.01		2451245	Interface Design Tool	801.00	USD	09/15/2021	
		Jessica Shambora 0.01							
		10up Inc.		2412355	Communication Platform	310.32	USD	08/20/2021	
		114 Kenmare Associates, LLC dba L...							
		115 Sansome Street		25319	Computer Equipment	1421.33	USD	09/1/2021	
		Zoom Video Coomunications, Inc.		52910	Video Platform	1341.33	USD	09/1/2021	

Vendor Portal

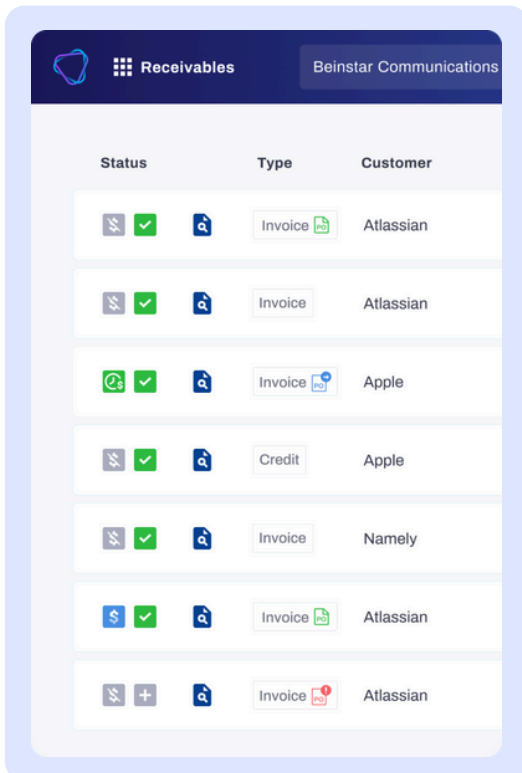


Streamline vendor management, from onboarding to payment

The Vendor Portal is the self-service companion to VicPay™, enabling vendors to securely onboard to the vendor network, configure profile and payment preferences, and gain visibility into invoice and payment status — all from one place. Whether inviting many vendors through a campaign or connecting to an existing verified profile, the Vendor Portal creates clarity, saves time, and strengthens relationships.



For AP teams, the Vendor Portal reduces support request volume and increases control over the vendor database. For vendors, it's a modern, secure, and convenient experience that builds trust and improves payment reliability — all while reducing risk and friction for everyone involved.



Key benefits

Faster onboarding, fewer headaches: Eliminate back-and-forth emails by allowing vendors to enter and manage their own profile and payment information.

Real-time payment visibility: Vendors see what's pending, what's paid, and when to expect funds.

Built-in fraud protection: Integrated banking verification with Plaid keeps sensitive information secure while reducing risk.

Automatic status updates: Vendors are notified when invoices are received, approved, or paid.

How it works

- 1 Clients invite vendors through a custom campaign or one-off invite.
- 2 Vendors are directed to the Vic.ai platform to create an account using a unique code.
- 3 Vendors enter business details, payment method preferences (ACH, check, virtual card), and remittance addresses.
- 4 Once onboarded, vendors receive ongoing access to invoice and payment history — no additional outreach needed.

The screenshot shows a web interface for 'Hourglass'. At the top, there's a search bar with 'Hourglass' entered. Below it, a message states: 'This vendor may be part of the Vic Vendor Network. Click below to view their profile and connect.' with a blue button labeled 'Connect to Vendor'. Underneath is a section titled 'Add Vendor' which contains a table of vendors and their rates.

Apple	0.97
DNU - Managed by Q LLC	0.01
Jessica Shambora	0.01

Below the table, there's a section for '10up Inc.' with the address: '114 Kenmare Associates, LLC dba L...' and '115 Sansome Street'.

The screenshot shows a web form for 'Hourglass' with the header 'Not Connected' and a 'View Invoices' link. The form includes fields for 'Name', 'Email Address', and 'Phone Number', each with a placeholder 'Enter [field name]'. There is also a 'Message' field with the placeholder 'Add a note to include in the invitation'. At the bottom, there are two buttons: 'Back' and 'Invite to Vic Vendor Network'.

Vendor experience

- Create a profile in minutes
- Skip or defer payment setup (defaulting to checks)
- Update business or banking details anytime
- Add additional users to manage AR visibility
- Access a searchable invoice grid to track payment timing

Security and compliance

KYB/KYC verification for all clients

Plaid-enabled validation of vendor bank accounts

Payments issued via HighNote's secure rails

No sensitive data emailed or exchanged manually

The image shows the Plaid logo at the top. Below it, a message says: 'To continue, we need to verify your identity'. There is a blue checkmark icon. Below the message, it says 'Fast and secure' and 'Verification usually takes less than a few minutes and is encrypted'. At the bottom, it says 'How we verify you' and 'To learn how our service provider uses data you provide and device data, see their Privacy Statement'.

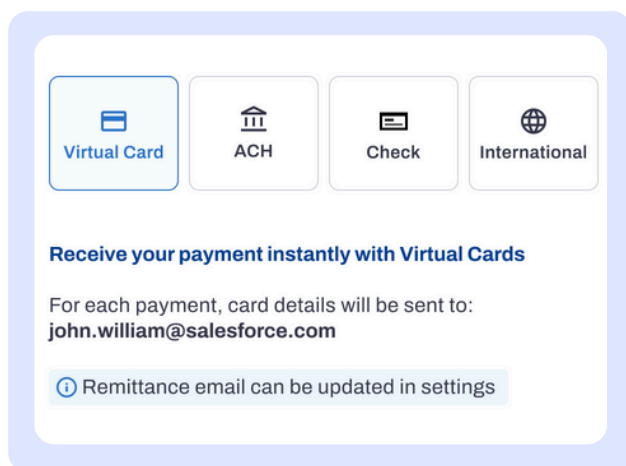
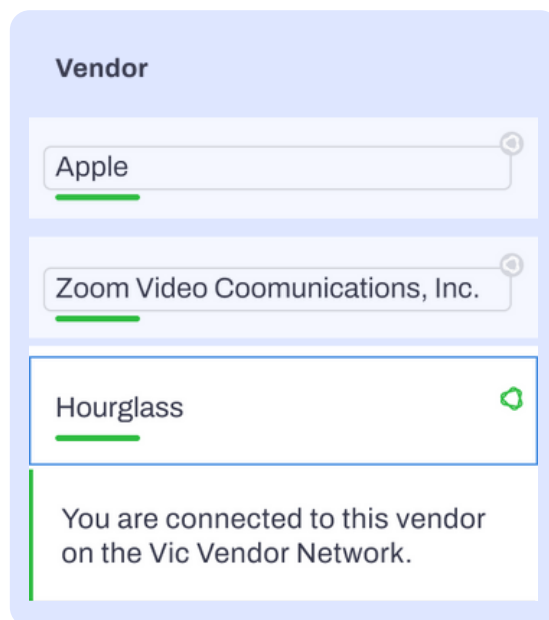
The image shows the Highnote logo at the top. Below it, a section titled 'Security and Data Privacy' lists several security features with green checkmarks: 'PCI DSS Level 1 Certified', 'SOC 1 & 2 Compliant', 'Domain Verification, SAML, SSO, & SCIM', 'Data encrypted at-rest with AES-256', and 'Isolated Infrastructure'.

www.vic.ai

Vendor Portal | Data Sheet

Admin experience

- Track vendor onboarding progress
- Identify “verified” vendors at a glance (green check mark)
- Link or invite vendors to the Vic.ai Vendor Network
- Automate payment routing based on verified methods
- Customize vendor tags for campaigning and reporting



Payment options

All payments flow through Vic.ai’s centralized funding account — removing the need for positive pay files or issuing payments directly from your bank.

- ACH (next-day default, same-day optional)
- Virtual cards (instant upon funding)
- Checks (USPS First Class by default, with expedited options)

Seamless integration with your tech stack

Vic.ai integrates effortlessly with leading ERPs such as Oracle, SAP, and Microsoft Dynamics to give you more efficiency, control, and accuracy across the entire AP process, while supporting a more streamlined financial operation.

Are you ready to revolutionize vendor management with AI? Contact us today!

[Book a demo](#)