

Ramp Vendor Portal

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■ Help Center URL	https://support.ramp.com/hc/en-us/articles/8324890039571-Ramp-Vendor-Portal
■ Tags	

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Help Center URL: [Ramp Vendor Portal](https://support.ramp.com/hc/en-us/articles/8324890039571-Ramp-Vendor-Portal)

Overview

Ramp's Vendor Portal allows vendors who receive bill payments to easily manage and track those payments. The Vendor Portal:

- Simplifies payment tracking for vendors.
- Provides a central location for managing receivables.
- Allows for quick and secure updates to company and payment information.
- Lets vendors comment directly with payers on bills

If you're using this guide, it means one of your customers is using Ramp to process accounts payable and send vendor payments.

Vendor Portal Process

Optional Vendor Account Creation:

- You have the option to create a vendor portal account to manage and track your payments, and get access to the additional features described below.
- Creating an account is ***optional*** and not required to receive payments.

Bill Payment Initiated:

- When a company wants to pay you for a service or product, they can select you as the vendor on a bill and either:
 - Request payment and tax details from you (You will receive an email at the address your customer entered in Ramp. Once submitting your details, you'll have the option to create a Vendor Portal account and join Ramp's Vendor Network)
 - Manually enter your payment and tax details
 - Connect with you on the [vendor network](#) to get your details.
- You will receive an email notification about the incoming payment, from which you create a Vendor Portal account to view more details in Ramp.



No action required

Bill for Nintendo NIN-483

The payment is estimated to arrive in your bank account on April 30, 2023.

[View in Ramp](#)

Bill details

Vendor
Nintendo

Invoice total
\$120.00

Tracking Payments:

- Once your account is created, you can view pending bill payments and track their progress.

Achatterjee's Sashimi Pub

INV# 1234

Overview

Activity

New

Invoice status

Invoice received



Invoice details

1234 for \$3,000.00

Payment details

Payment total

—

Invoice due

May 23, 2025

Payment method

ACH (Direct deposit)

Payment destination

—

- Additional bills paid to you by other companies using Ramp will also appear in the portal.
- FYI that 'Payment destination' only populates after payment is initiated, not before.

Receivables

New invoice

Overview Draft invoices Open invoices Paid


Search or add filter...											Status	
Customer	Invoice #	Status	Due date	Amount	Payment method	Payment destination	Memo	Actions				
Open												
Hxu's Wrap Cantina	95838	Invoice received	Jun 24, 2025	\$200.00	ACH (Direct deposit)		—	—	Comment			
Stoffler's Cheesecake Tavern	3958	Invoice received	May 26, 2025	\$300.00	ACH (Direct deposit)		—	—	Comment			
Achatterjee's Sashimi Pub	1234	Invoice received	May 23, 2025	\$3,000.00	ACH (Direct deposit)		—	—	Comment			

Managing your Vendor Portal account

Setup guide

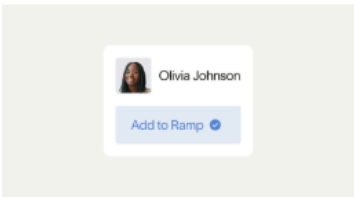
After signing up, you will see a setup guide with the remaining steps to complete setting up your account.

1 of 4 steps completed




Add tax details
Pre-fill your tax details to save time during tax season

Get started



Invite team members
Add your team to manage and track receivables

Get started



Complete your company profile
Customize how your business is shown to customers on Ramp

Get started

Completed steps 1

✓ Add payment information

Company Profile

Customize how your company is shown to customers and what details you share.

Manage Payment Details

- Go to 'Company profile' > 'Payment details' to access your payment accounts.
- You can add multiple bank accounts to receive payments, and also select which payment details are shared with specific customers. To add an

additional payment account, click 'Add account' > enter your account details.

- You can assign multiple bank accounts to one customer, but only one of each type (i.e. *one* ACH, *one* International)


- For international wire details, in the portal you can only add USD details (SWIFT bank account)
- You can only have one public bank account that will be shared with customers upon connection
- To share specific payment account details with a specific customer, click on the payment details > 'Share with customers' > select the customer > Save > Confirm & enter code.

- You will then be able to see if the customer has 'Accepted' the payment details, or whether this update is 'Pending' or they have 'Rejected' these new details.

- If the status is 'Rejected' you can re-send payment details by clicking the 'Resend' arrow.

Share with customers

Add customers to provide them access to these payment details. Customers will be notified to review and accept new payment details.

Select customers		▼
	Bschendt's Calzone Food Hall Accepted	⋮

Danger zone

Delete account details

- **Note:** a customer will need to accept any payment detail updates (payment account, mailing address, card acceptance policy) before these new changes take effect for their payments.

ACH (Direct deposit)

 Test Vendor achatterjee (.... 2356)
Updated 3d ago

Change

Privacy

Select how customers can access these payment details on Ramp

Visibility
Visible to new customers

Share with customers

Add customers to provide them access to these payment details. Customers will be notified to review and accept new payment details.

Select customers

Manage Tax Details

- Go to 'Company profile' > 'Tax details' to access your tax details.
- To add your W9 or W8 details > 'Edit tax details' > upload the document or manually add the details
- In order to add W8 details, 'Federal Tax Classification' must be 'International'.
- **Note:** a customer will need to accept your tax detail updates before these new changes take effect.

Tax details

Federal tax classification*

International

▼

Found on tax documents or legal paperwork (e.g., articles of incorporation)

📘

 Upload a W-8 to add international tax details

Discoverability

- Enabling discoverability allows customers to connect with you on Ramp's vendor network and easily get your payment/tax details

Invite people to your Vendor Portal account

You can invite multiple users to have access your Vendor Portal account.

- To invite others, click on 'People' in navigation > 'Invite People' button at the top right.
- Enter the email addresses of the people you would like to invite. An email invite to join your Vendor Portal will be sent to this account. Then click 'Send Invite'.
- Invitees must match your email domain for the invite to go through (*unless you're a multi-entitled business using Ramp for spend, AP, etc.*)
- To check the status of sent invites, click 'Pending Invites' where you can either 'Resend' or 'Revoke' a sent invitation.

Frequently Asked Questions (FAQs)

1. Do I need to create an account to receive payments?

- No, creating an account is optional. It is a tool to help you keep track of receivables.

2. How will I be notified of an incoming payment?

- You will receive an email notification whenever a company sends you a payment.

3. I signed up, but how do I access this later as a vendor?

- Enter your email [here](#) to log into your existing vendor portal account.

4. Can I update my bank account details?

- Yes, you can update your bank account details through the 'Update Company Profile' button in the Vendor Portal. Note that only one bank account can be selected as the default at a time.

5. Can I track payments from multiple companies using Ramp?

- Yes, all payments made by any company using Ramp will be available to track in your Vendor Portal.