Vendors are the Training Providers, either internal or external, that manages the training Sessions. Events cannot be created without an associated Vendor. Before you can create Instructor Led Training Events, you’ll need to create “ILT Vendors” in your portal.

To add an instructor, go to:

**ILT > VENDORS & INSTRUCTORS**

1. Click the **Add New Vendor** link.

2. On the **Add Vendor** page enter the **Vendor Name**, **Address**, **Contact Name** and information, **Description**, and **Active** status.

3. Select the **Submit** button.