1. In this dashboard you can view a list of all vendors which had invoices created as OK2Pay. The Vendor list can be filtered to show Vendors who are in SciQuest or not in SciQuest via the filter in the top right. This is helpful to find high volume vendors which could be added to SciQuest for future POs.

2. The colors represent different best practices based on Expense Type used on each OK2Pay Invoice and can be found by hovering over the legend key info. This is an ongoing process of categorizing ETs based on best practice determined by Procurement. We understand there are special business needs that may not adhere to our best practice recommendation.

3. If you click on a vendor you will be presented with invoice detail below.