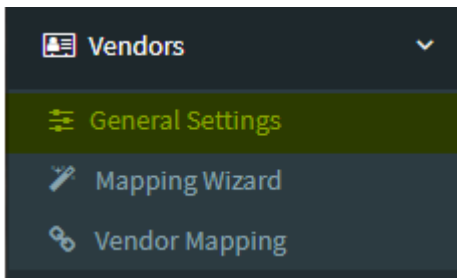
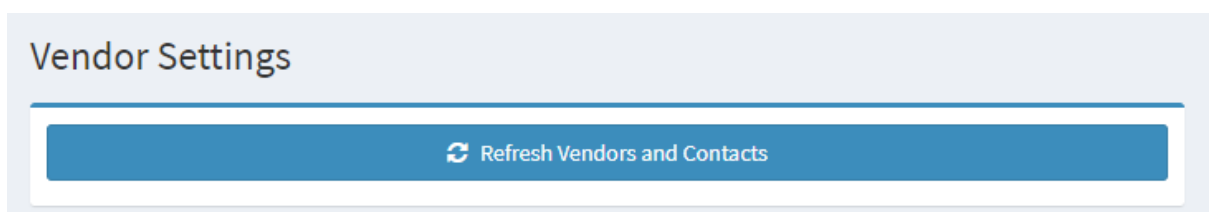


How to map Procore Vendors to Xero Contacts; vice versa

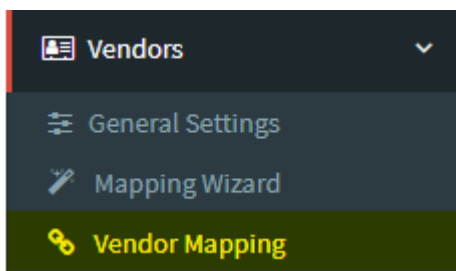
1. From Onecore, go to **Vendors>Vendor Mapping**.



2. Select **Refresh Vendors and Contacts** to ensure you have an up-to-date list of vendors and contacts.

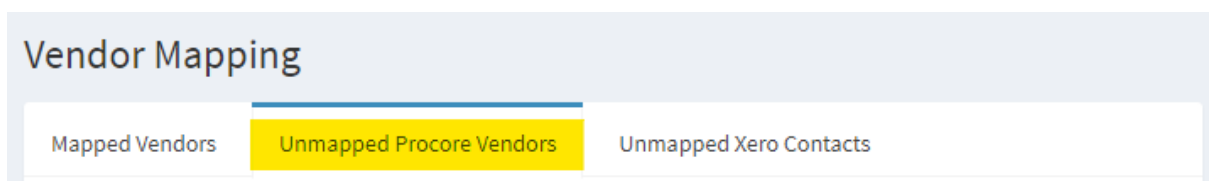


3. To map Procore Vendors, go to **Vendor Mapping**.

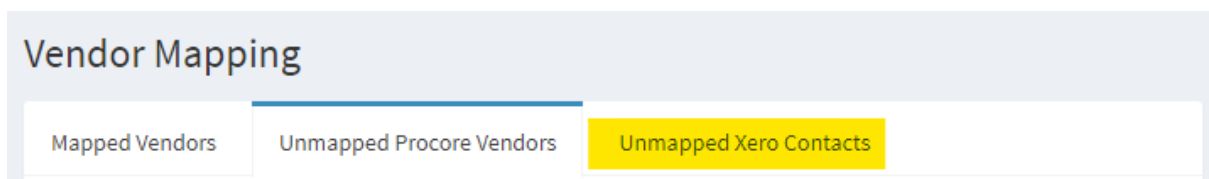


4. You will see three tabs – Mapped Vendors, Unmapped Procore Vendors and Unmapped Xero Contacts.

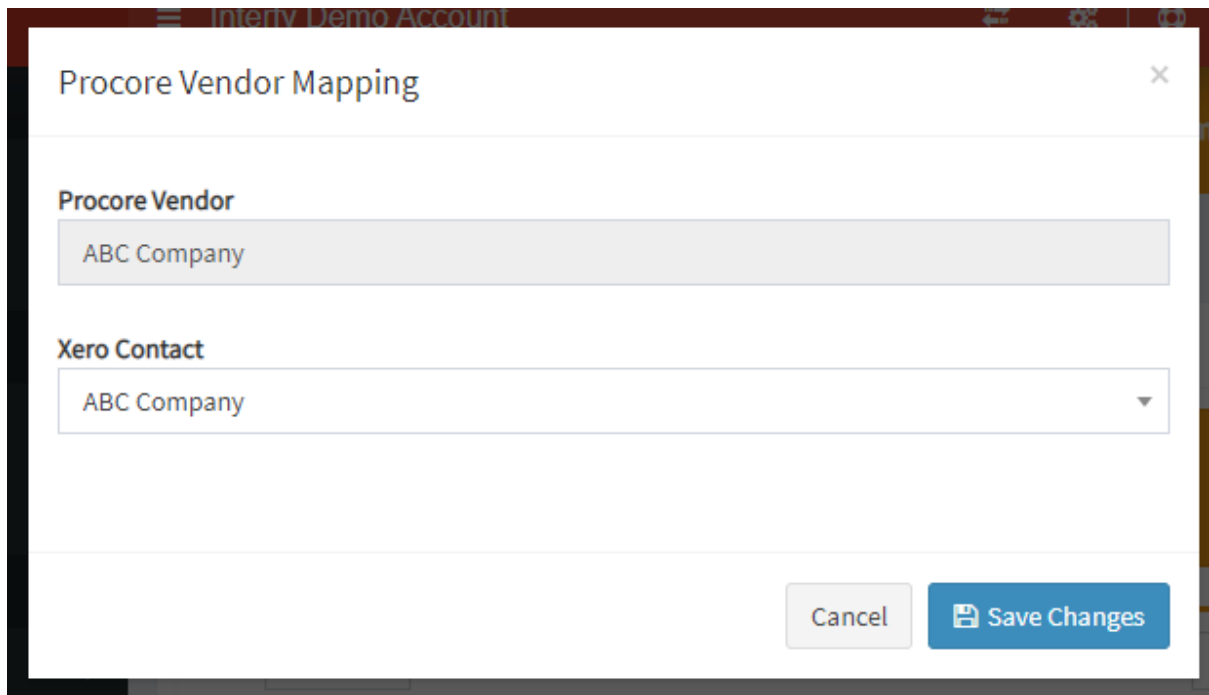
Select **Unmapped Procore Vendors**. This will show you a list of unmapped Procore vendors.



Select **Unmapped Xero Contacts**. This will show you a list of unmapped Xero contacts.

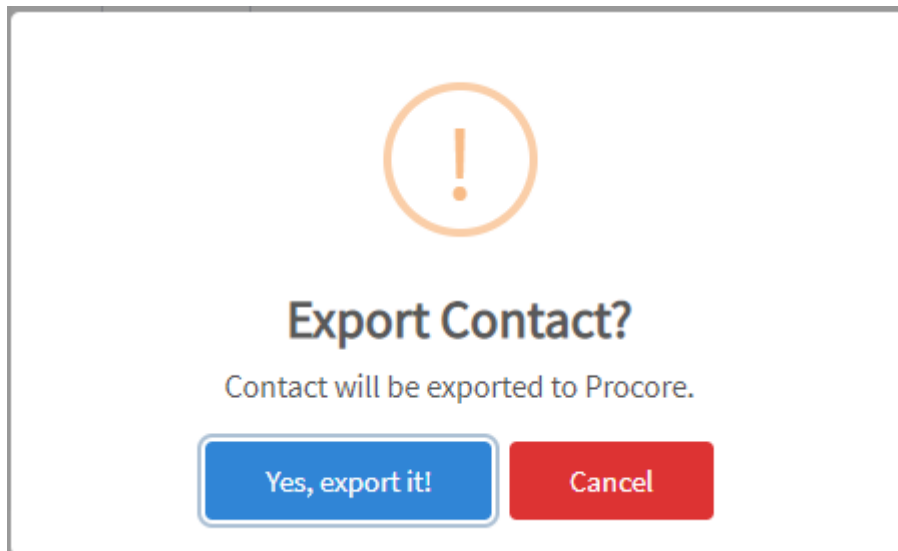


- To manually map, click on the **pencil icon** next to the vendor or contact, to select the corresponding vendor or contact to map to. Click **Save Changes** once done.



The screenshot shows a dialog box titled "Procore Vendor Mapping" with a close button (X) in the top right corner. It contains two sections: "Procore Vendor" and "Xero Contact". Both sections have a dropdown menu with "ABC Company" selected. At the bottom right, there are two buttons: "Cancel" and "Save Changes".

- If there is not an equivalent mapping but the vendor or contact is required to be in Procore or Xero, you can click the **Export** button to create an automatic mapping.



The screenshot shows a dialog box with a large orange exclamation mark icon at the top. Below the icon, the text reads "Export Contact?" followed by "Contact will be exported to Procore." At the bottom, there are two buttons: "Yes, export it!" (blue) and "Cancel" (red).

7. To auto-map contacts and vendors, go to the **Mapped Vendors** tab and click on **Auto Map Vendors by Name**. This will only work if the corresponding Procore vendor or Xero contact has been created. Select **Yes, map them!** to map the vendors.

