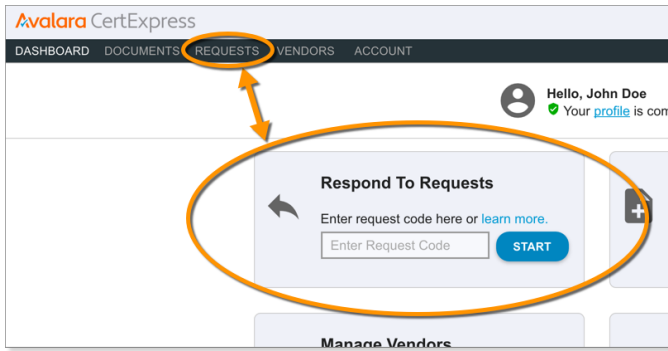# Manage Historical Vendor Requests

To see a list of all historical vendor requests, click the REQUESTS tab on the toolbar. If a vendor has ever sent you a request for a document, it's logged here.

Vendors' names are listed in the NAME column. You'll find the address your vendor has on file for you in the DETAILS column. Click   RESPOND   to see pending and already-stored forms for any of the listed vendors.
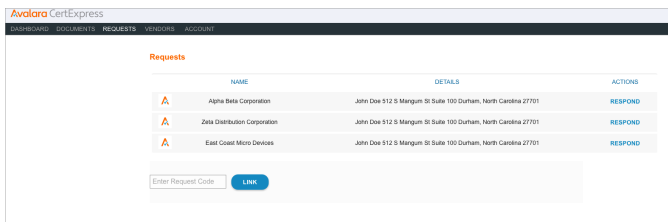
Pending requests are listed in the Action Required section of this screen. Place a check in the box next to any pending request, and then click   FILL SELECTED EXPOSURES   to complete and submit the document your vendor requested.