

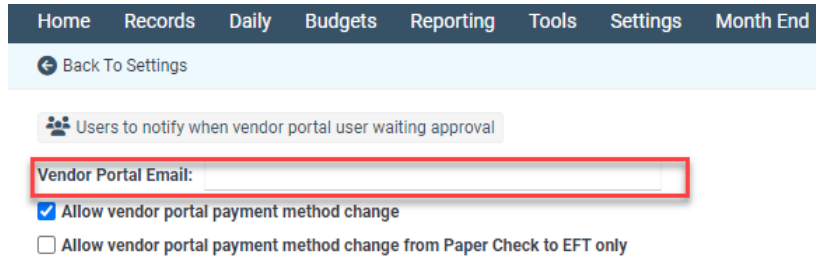
## Communication

Last Modified on 05/05/2023 2:14 pm EDT

### Setup

You will need to assign an email that all correspondence between the staff and vendor will flow through.

This will be entered under **Settings > Accounts Payable > Vendor Portal Options > Vendor Portal Email**.



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Users to notify when vendor portal user waiting approval

Vendor Portal Email:

Allow vendor portal payment method change

Allow vendor portal payment method change from Paper Check to EFT only

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### Staff

Staff can communicate to the Vendor directly via the **'Send Email'** button located under **Daily > Vendor Portal Review > Choose Vendor ID > Send Email**.

Attachments and Images can also be added to the email to be sent to the Vendor.

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### VP User

Vendors can email staff directly from the portal by clicking the Contact Us button located at the top of the screen.

They have several options when doing this.

**Those are outlined below:**

- **Email Us at:** This will copy the email address to then paste into your email of choice
  - **With Gmail:** Will open a new internet tab to your Gmail account and send an email
  - **With Yahoo:** Will open a new internet tab to your Yahoo account and send an email
  - **With Hotmail/Outlook:** Will open a new internet tab to your Hotmail/Outlook account and send an email
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