Last Modified on 09/28/2026 3:23 pm EDT

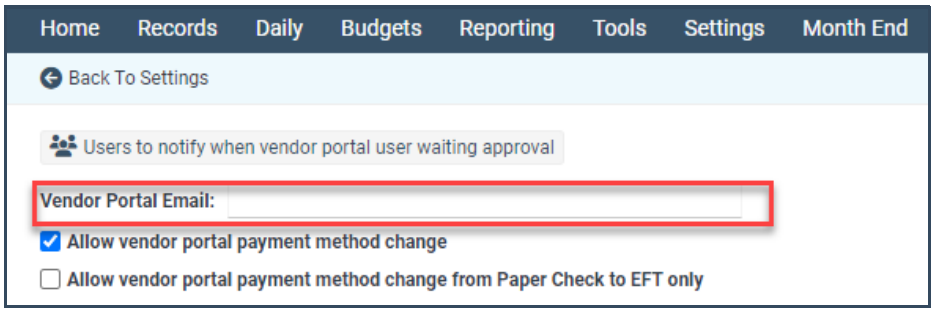
Communication

Settings > Accounts Payable > Vendor Portal Options > Vendor Portal Email

Setup

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

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



Staff

Staff can communicate with 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 sent to the vendor.

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