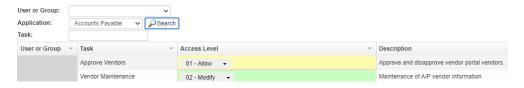
Vendor Portal Permissions

Last Modified on 03/19/2024 12:05 pm EDT

Staff Permissions

To be able to approve vendors, staff users must have at least 01-Allow for AP - Approve Vendors. To edit vendors, the same permissions as before still apply and they would need at least 02-Modify for AP - Vendor Maintenance.



When Vendor Portal Users are setup, they are all given the same default permissions as shown in the screenshot below. You can modify the permissions if needed.

- 1099 History: Browse and print 1099 forms for vendor associated with user
- Account History: Browse Invoices for vendor associated with user
- Change Password: Ability for vendor portal user to change their own password.
- Payment History: Browse Payments for vendor associated with user
- Skip Single Sign on login: Vendor portal permission to skip SSO login
- Vendor Custom Information: Browse or modify the user-defined custom vendor info
- Vendor EFT: Maintenance of A/P vendor EFT information
- Vendor Federal ID: Browse or modify the vendor federal ID number
- Vendor Maintenance: Maintenance of A/P vendor information
- Vendors: Browse Vendor

Access Levels

- **00- Not Allow**: Cannot view content related to that permission
- **01-Allow:** Can view but not change content related to that permission
- 02-Modify: Can view and modify content related to that permission
 Text