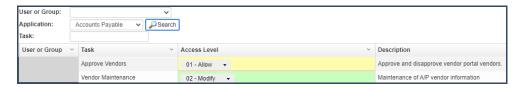
Last Modified on 03/10/2025 3:40 pm EDT

## **Vendor Portal Staff Permissions**

Staff users must have at least: 01-Allow for AP - Approve Vendors to 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 set up, 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 vendors associated with the user.
- Account History: Browse Invoices for vendors associated with the user.
- Change Password: Ability for vendor portal user to change their own password.
- Payment History: Browse Payments for vendors associated with the 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.