Vendor Portal Permissions

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