Vendor Information

Vendor Portal Login

Welcome Email

- The Vendor will receive an email stating their account has been provisioned for use. This will Include a link to the Vendor Portal URL, their username, and generated temporary password.

Credentials /Login

- Credentials are created from the Vendor Edit screen and a temporary password is generated and sent automatically in the Welcome Email.

Contact Us

- Vendors have the option to email staff directly from the portal by clicking the Contact Us button located at the top of the screen. See Communication for more information.

Contact Information

- **Vendor ID:** This is a unique number assigned to the vendor upon add by the computer. The next vendor ID is held in Settings > Accounts Payable > General Options.
- **Name:** The name of the vendor that displays everywhere in the system except checks and EFT's. If the vendor has a name change, simply change it here.
- **Payment Name:** The name of the vendor that displays on all checks and EFT's.
- **Address ID:** Allows maintaining multiple addresses for this vendor, such as a remittance address, as well as a physical address, etc. It is recommended to use PRIMARY as the vendor address to print on the check. The PRIMARY address will be defaulted on the invoice entry screen, but a different address may be selected.
- **Address:** The address information printed on checks.
- **Phone 1 & 2:** Used for internal use only.
- **Fax:** Used for internal use only.
- **Email:** Vendor's email address. You may email a vendor from the Vendors (list) screen, by locating the vendor, right-click, Email Vendor. This email address is also used for email notification of vendor payments via EFT, emailing a purchase order, etc.

Banking Information

- **Payment Method:** Determines if this vendor is paid via paper check, vendor initiated ACH (bank draft), or via EFT directly to the vendor's bank account.
  - When the Payment Method is changed from EFT, there is no way to set back the routing and bank account number on the vendor portal side this must then be re-keyed by the vendor.

- **Payment Method Paper Check:** Vendor is to be paid with computer-printed check.
- **Payment Method EFT:** Vendor is to be paid via EFT, directly to the vendor's bank account. When a payment batch is created, these invoice payments will be displayed separately from

paper checks. After checks are printed, the EFT file must be generated and transmitted to the bank. Enter the vendor's bank account information where payments to the vendor will be deposited.

  - For security, the vendor portal user does not have access to the routing and bank account number after entered. The bank routing and account number will be obscured visually with Xs only showing the last 4 digits of each.

- **Payment Method Draft:** Invoices cannot be tagged for check processing. Recording manual check/EFT is allowed only.
- **Account Type:** Checking vs. Savings account.
- **Bank Routing#:** Vendor's bank routing# where payment is to be deposited.
- **Bank Account#:** Vendor's bank account# where payment is to be deposited. Note: changes to bank account information are not recorded in vendor audit history, to keep bank information as private as possible within the system.
- **Send email notification:** When an EFT payment is processed to the vendor, you have the option to send the vendor an email notification of this payment.
- **Separate payment per invoice:** Normally if multiple invoices are paid to a vendor, they are combined on one paper check. If this vendor is to receive a separate check for each invoice#, check this box.
- **Attachments:** Allows you to attach file, pdf, document, etc. to send to SGA A/P Staff.
- **EFT Acknowledgment:** Electronic banking authorization is intended to help protect your organization from disputes, return fees and reversed transactions. It requires your vendor to take responsibility for the accuracy of the banking information they provide, and any fees incurred related to payments.

Tax Information

- **Federal ID#:** EIN or social security# of the vendor. You may enter the number with dashes. User menu permission is required to see the vendor's Federal ID#.

- **Business Type:** The IRS recognizes five different business types. (Sole proprietorship, Partnership, C Corporation, S Corporation, LLC) The option to choose one of those five or Employee is included.

- **Name Override:** When 1099 forms are printed, this name will be used instead of the regular vendor name. Leave blank if vendor name is correct for 1099 purposes.

- **Address Override:** When 1099 forms are printed, this address will be used instead of the regular vendor address. Leave blank if vendor address is correct for 1099 purposes.

- **W9 Attachments:** Allows you to attach W-9 file, pdf, document, etc. to send to SGA A/P Staff.

Account History

- Allows you to view transaction history paid and unpaid that pertains to the vendor logged into the vendor portal

- **Filter:** You can filter by specific Date or Invoice #.

- **Reports:** Print, Preview, or push to excel a report listing out the invoices displayed.

1099 History

- Now the 1099 Browse screen has a button for 'Mark as finalized' beside the 'Create file' button. When the button is clicked, the current year will be marked as finalized and the 1099 will be visible to vendor portal vendor to view and print. (1099s will still need to be mailed to the vendor)

Upload Invoices

User Information

- In v12.1 and after the Vendor User may change their username.

- Email can be changed for password recovery.