

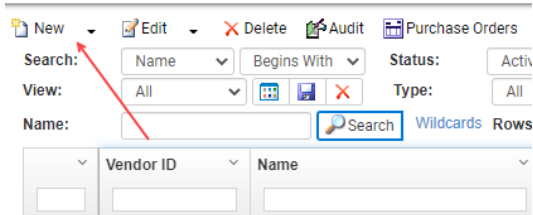
Walk-through of the New Vendor Approval process

Last Modified on 02/21/2023 3:29 pm EST

Walk-through of the New Vendor Approval process

This is an example of adding and approving a new vendor when “Require new vendor approval” is activated.

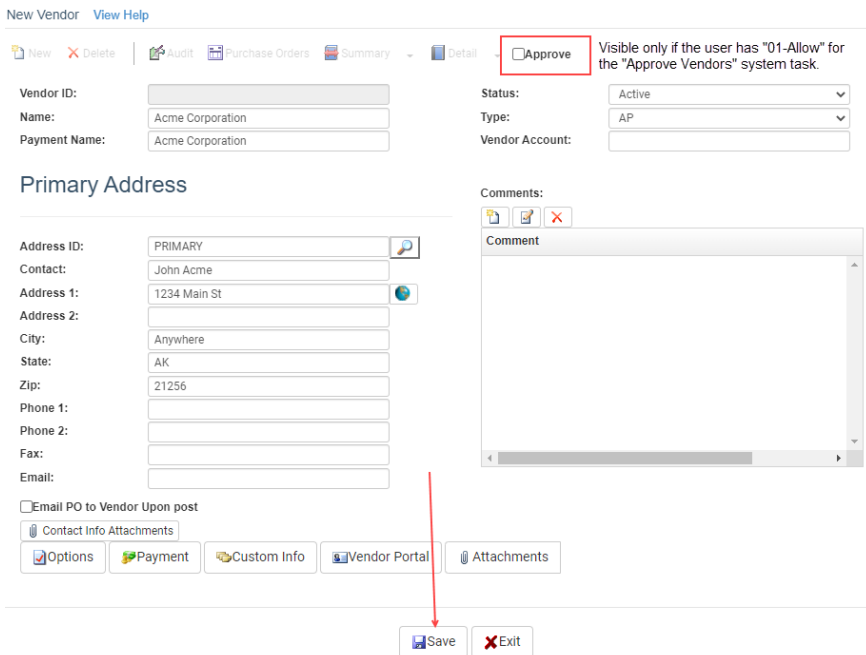
1. From the Vendor List screen select “New”.



2. Enter all required information in the “New Vendor” screen.

1. If the creating user has the authority to approve vendors they may check the “Approve” box when adding the vendor.

1. Click “Save”.



If system options indicate Users/groups to notify the selected Users/groups will receive the following email notification:

The vendor 4588 has been created by user SGAEWatkins and is awaiting approval.

Vendor ID: 4588

Vendor Name: Acme Corporation

Vendor Payment Name: Acme Corporation

Address: 1234 Main St Anywhere, AK 21256

Payment Method: Paper Check

Date: 4/21/2022 4:14 PM

- Click [Here](#) to review and approve the vendor.

1. Open the Vendor record which may be accessed via the email hyperlink or directly from the Vendor List.
2. Check the "Approve" box.
3. Click "Save".

Vendor ID 4588 [View Help](#)

New Delete Audit Purchase Orders Summary Detail Approve

Vendor ID: 4588
Name: Acme Corporation
Payment Name: Acme Corporation

Status: Active
Type: AP
Vendor Account:

Primary Address

Address ID: PRIMARY
Contact: John Acme
Address 1: 1234 Main St
Address 2:
City: Anywhere
State: AK
Zip: 21256
Phone 1:
Phone 2:
Fax:
Email:

Email PO to Vendor Upon post
 Contact Info Attachments

Options Payment Custom Info Vendor Portal Attachments

Save Exit

The Vendor is now approved and may be used for Purchase Order and AP Invoice entry.