

Email Notification for Vendor Review

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An email notification can be sent to one or multiple people letting them know that there are there are vendor changes waiting for approval under **Daily > Vendor Portal Review**.

Email Notification

- **Settings > Accounts Payable > Vendor Portal Options >** Users to notify when vendor portal user waiting approval.

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Users to notify when vendor portal user waiting approval

Vendor Portal Email:

Allow vendor portal payment method change

Allow vendor portal payment method change from Paper Check to EFT only

There can be multiple emails set up in the grid:

- If an 'And' separates the rows, then both emails will be notified.
- If an 'Or' separates the rows, then the other user will be notified if the user on the row before it is out of office.

Once you hit Ok you must hit save on the **Settings** screen for the changes to take effect.

Users to notify when vendor portal user waiting for approval

And Or	User	Additional Notifier (Email Address)
And Or	SGA	test@test.com