Last Modified on 09/28/2026 3:21 pm EDT

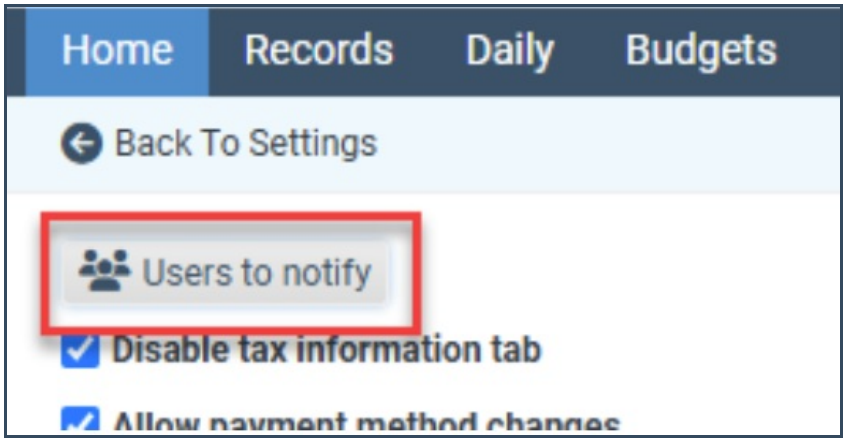
Email Notification for Vendor Review

Daily > Vendor Portal Review

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

Email Notification

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



There can be multiple emails set up in the grid:

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

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

