

Vendor Portal Permissions

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Staff Permissions

Staff users must have at least 01-Allow for AP - Approve Vendors to approve vendors. To edit vendors, the same permissions as before still apply, and they would need at least 02-Modify for AP - Vendor Maintenance.

User or Group:	<input type="text"/>		
Application:	Accounts Payable <input type="button" value="Search"/>		
Task:	<input type="text"/>		
User or Group	Task	Access Level	Description
	Approve Vendors	01 - Allow	Approve and disapprove vendor portal vendors.
	Vendor Maintenance	02 - Modify	Maintenance of A/P vendor information

When Vendor Portal Users are set up, 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 vendors associated with the user.
- **Account History:** Browse Invoices for vendors associated with the user.
- **Change Password:** Ability for vendor portal user to change their own password.
- **Payment History:** Browse Payments for vendors associated with the 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.
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