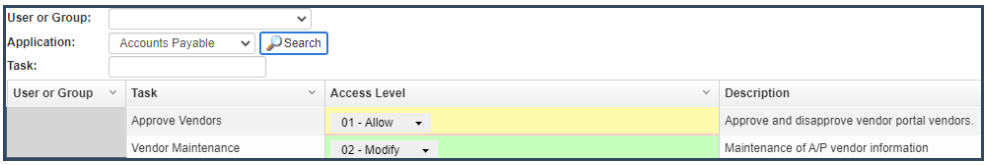
Last Modified on 09/28/2026 3:25 pm EDT

Vendor Portal Staff Permissions

Permissions Needed: 01-Allow for AP - Approve Vendors to approve vendors (View), or to edit vendors, the same permissions as before still apply, and they would need at least **02-Modify for AP - Vendor Maintenance.**



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.