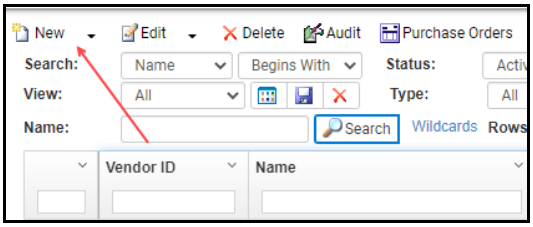
Last Modified on 07/17/2026 3:45 pm EDT

Walk-through of the New Vendor Approval Process

This is an example of adding and approving a new vendor when new vendor approval is required.

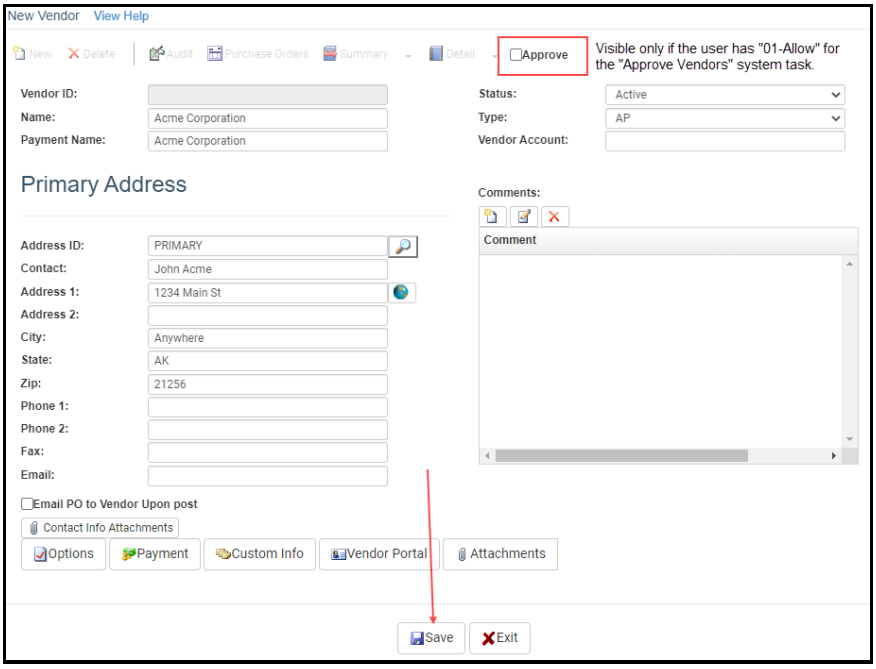
From the Vendor List screen, select **New**.



Enter all required information in the **New Vendor** screen.

If the user creating the account has the authority to approve vendors, they may check the **Approve** box when adding the vendor.

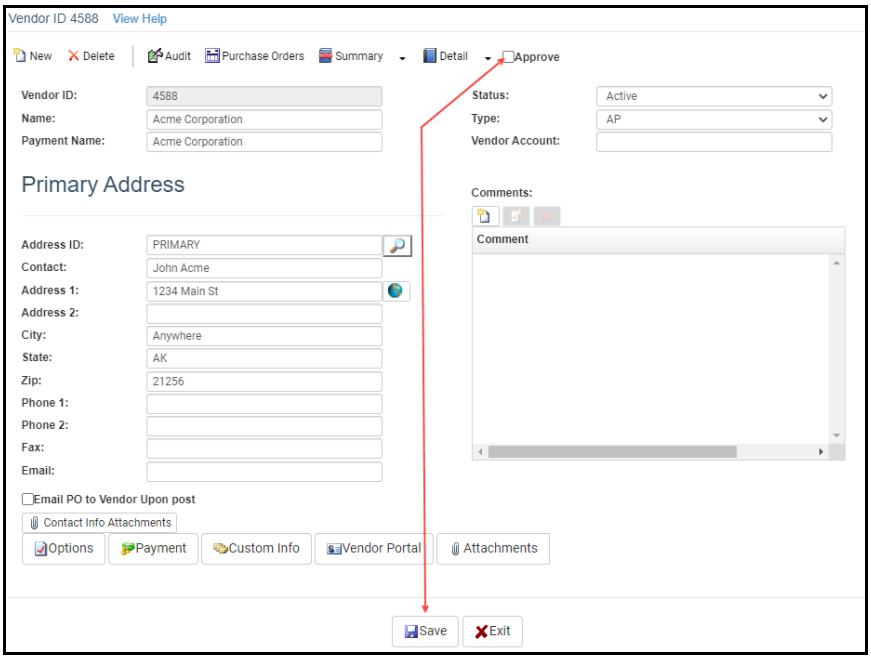
Click **Save**.



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**.



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