

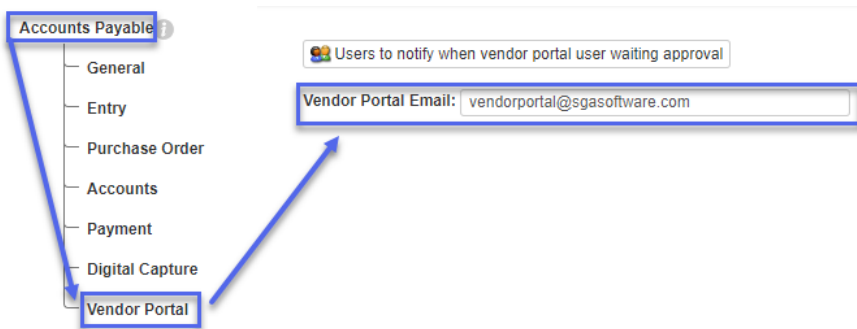
Email Notification for Vendor Review

Last Modified on 03/24/2022 4:17 pm EDT

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 **Records > Vendor Portal Review**.

Email Notification

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



Text

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 **Setup > Options** screen for the changes to take effect.

