



How to Enter Email Addresses

IMPORTANT : This information **must** be completed before you begin using the Vendor Portal Agreement module!

1. Open the **Vendor Maintenance** module and enter the required information under the section titled **Agreement Emails** at the bottom of the page.
2. In the box titled **Receivable Email**, enter the email address(es) of persons authorized to receive invoices via email. If this field is already populated, verify the email addresses are correct and update if needed. Multiple email addresses must be separated with either a semicolon or a comma.
3. In the box titled **Agreement Submission Email**, enter the email address(es) of person(s) authorized to submit scan-based promotional agreements and receive email notification. Separate multiple email addresses with a **COMMA**, for example:
number1@company.com,
number2@company.com,
number3@company.com

The screenshot shows the 'Vendor View > Vendor Maintenance' page. The left sidebar contains a menu with 'Vendor Maintenance' selected. The main form area includes sections for 'Master' (Vendor Name, CAGE Code, Vendor Number, etc.), 'Authorized Negotiator Contacts', and 'Payment Contact'. The 'Agreement Emails' section at the bottom is highlighted with a red box. It contains three input fields: 'Receivable Email' (with a red circle '2' next to it) and 'Agreement Submission Email' (with a red circle '3' next to it).



CAUTION: If you delete or overwrite an existing email address, that person will no longer receive emails from the system.