



# Add/Update Vendor EFT Email Address



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## Add/Update Vendor EFT Email Address

[Finance > Maintenance > Vendor Information > Vendor Name/Address](#)

Add a new vendor record or update an existing record with the vendor's EFT email address. The EFT email is required for all vendors participating in electronic funds transfer (EFT) payments.

The screenshot shows a web application interface for 'Maintenance > Vendor Information'. At the top, there is a 'Save' button and a 'Vendor:' field containing '37301'. Below this are buttons for 'Retrieve', 'Add', 'Delete', and 'Directory'. The main section is titled 'VENDOR NAME / ADDRESS' and 'VENDOR MISCELLANEOUS'. It contains fields for 'Vendor Number: 37301', 'Vendor Name', 'Doing Business As', 'Last Trans: 04-12-2018', 'Active/Inactive: Active', 'Vendor Sort Key', 'Fed Code (SBIR)', 'Required Review in Req', and 'Contract Eligible'. There are two sub-sections: 'Numbers' with fields for 'Phone' and 'Fax', and 'Links' with fields for 'E-mail', 'Internet', and 'EFT E-mail'. The 'EFT E-mail' field is highlighted with a black box and contains the text 'testemail@yahoo.com'. A 'Comments' button is also visible.

Under **Links**, add or update the EFT email address:

<b>EFT E-mail</b>	Type the vendor's email address to send the vendor EFT payment information. The field can be a maximum of 45 characters.
<b>EFT E-Mail</b>	Click to open a new email message using your default email provider.

**Note:** The vendor's EFT email address is required prior to adding the vendor's bank information on the Vendor Miscellaneous page.

Click **Save**.