



Add/Update Vendor EFT Email Address

Table of Contents

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[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 managing vendor information. At the top, there is a navigation bar with 'Maintenance > Vendor Information' and 'Finance'. Below this is a 'Save' button and a search bar containing 'Vendor: 37301'. There are buttons for 'Retrieve', 'Add', 'Delete', and 'Directory'. The main content area is divided into two tabs: 'VENDOR NAME / ADDRESS' and 'VENDOR MISCELLANEOUS'. Under 'VENDOR NAME / ADDRESS', there are fields for 'Vendor Number: 37301', 'Vendor Name', 'Doing Business As', 'Last Trans: 04-12-2018', 'Active/Inactive: Active', 'Vendor Sort Key', 'Fed Code (SBR)', 'Required Review in Req', and 'Contract Eligible'. Under 'VENDOR MISCELLANEOUS', there are sections for 'Numbers' (Phone and Fax) and 'Links' (E-mail, Internet, and EFT E-mail). The 'EFT E-mail' field is highlighted with a red box and contains the text 'testemail@yahoo.com'. There is also a 'Comments' button.

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

EFT E-mail	Type the vendor's email address to send the vendor EFT payment information. The field can be a maximum of 45 characters.
EFT E-Mail	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**.



Back Cover