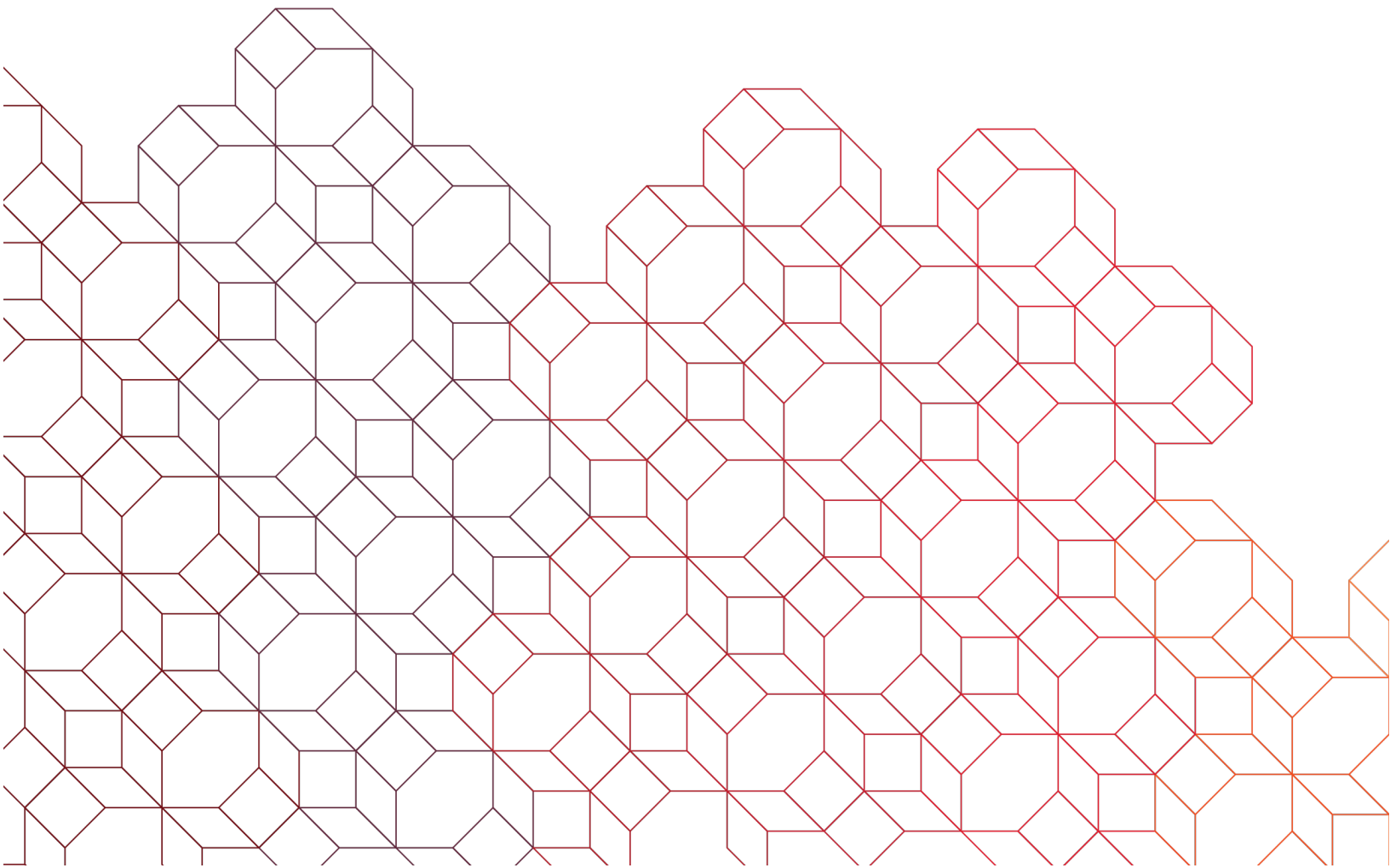


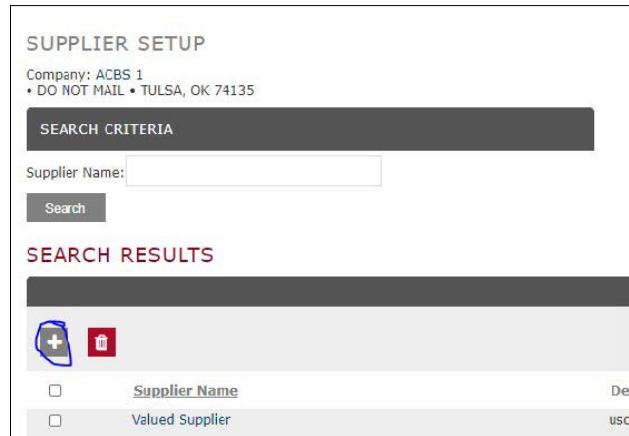


Spend Control

Setting up a Supplier



1. Click on "Payment Control" > Supplier > Supplier Set up.
2. Click on the "plus sign", fill in the blanks and save your changes.



Payment Control – Supplier – Supplier Set Up

A screenshot of the 'SUPPLIER SETUP DETAILS' form. At the top, it says 'SUPPLIER SETUP DETAILS' and 'Company: ACBS 1 • DO NOT MAIL • TULSA, OK 74135'. Below this is a 'Back' button and 'Save' and 'Reset' buttons. The form has several sections: 'Supplier Name' with a text input field and a checkmark; 'Email Language' with a dropdown menu and a checkmark; 'Status' with a dropdown menu set to 'ACTIVE'; 'STRAIGHT THROUGH PROCESSING' with a dropdown menu set to 'No'; 'SUPPLIER EMAIL NOTIFICATION' with three checkboxes: 'Allow VCN details to be emailed to this supplier' (checked), 'Allow VCN requestor to manually enter a new email address when requesting a VCN' (unchecked), and 'Submit reminder email' (unchecked); and 'SUPPLIER EMAILS' with an 'Add' button and a checkmark. There is also a 'Default Email' label.