



Portal

Release Update v4.26.3– June 10, 2025

New + Improved

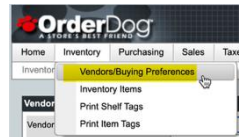
Email Orders to Unmanaged Vendors

We're incredible happy to announce that you can now email orders to unmanaged vendors. If you currently have some setup to send orders via fax, then we'd *strongly encourage* you to switch them to the new email delivery method. The email delivery method will be much more reliable than the fax method.

Steps to setup Email Delivery for an Unmanaged Vendor:

1. Go to the Vendors/Buying Preferences Page
2. Select the edit icon for any "Un-managed Vendor"
3. Select the "Delivery Settings" tab
4. Check the box next to "Email"
5. Enter the email address the order needs to be sent to
6. Select save changes

The next time an order is sent, it will go to the email address you specified for that Un-managed vendor.



Vendor ID	Vendor Name	Min Order	Free Shipping	Discount	Phone	City	State	Status
1200	Example Supply Products	\$100.00	\$200.00	0%	800-845-0788	Channahon	IL	Managed Vendor
1201	Country Life Vendors, LLC	\$100.00	\$200.00	0%	800-845-0788	Channahon	IL	Managed Vendor
1202	QA Unmanaged Vendor 1	\$0.00	\$0.00	0%	2023334444	Power Blount	TX	Unmanaged Vendor
1203	Garwood Suppliers	\$0.00	\$200.00	0%	916-628-8100	San Francisco	CA	Managed Vendor
1205	QA Vendor 1	\$0.00	\$0.00	0%	1103223333	Power Blount	TX	Unmanaged Vendor

Vendor - Edit

Vendor ID: 1205
Name: QA Vendor1

Purchase Order Delivery Methods:

☒ **Email**

URL: _____ Action: _____
User: _____ Password: _____
Key: _____ Version: _____
Division: _____
Email Address:

Save Changes **Cancel**