Vendor Administrator
Service Provider Management

Users

Only users assigned to the Vendor Administrator role will have access to the Service Provider Management tab.

This is the area where Vendor Administrators will be able to:

✓ Search for Users
✓ Maintain User Profiles
✓ Create New User Profiles
✓ Assign Roles to Users
✓ Assign SPNs to Users

Decide what role you want to assign

All Users

User Roles

Vendor Administrator: Access to the Home, Invoices, Payments, Reports, and Service Provider Management tabs. The Vendor Administrator role only has access to assigned service provider numbers; can create other vendor user and reader profiles; is able to edit, update, and submit invoices.

Vendor Supervisor: Access to the Home, Invoices, Payments, and Reports tabs. The Vendor Supervisor role only has access to assigned service provider numbers; can not create other user profiles; and is able to edit, update, and submit invoices.

Vendor Staff: Access to the Home, Invoices, Payments, and Reports tabs. The Vendor Staff role only has access to assigned service provider numbers; can not create other user profiles; and is able to edit and update invoices. The Vendor Staff user profile is not able to submit invoices.

Vendor Staff – No Payment Access: Access to the Home, Invoices, and Reports tabs. The Vendor Staff – No Payment Access role only has access to assigned service provider numbers for invoices and invoice history and not payment history information; can not create other user profiles; and is able to edit and update invoices. The Vendor Staff – No Payment Access user profile is not able to submit invoices.

Reader: Access to the Home, Invoices, Payments, and Reports tabs. The Reader is only able to view information for assigned service provider numbers. The Reader is unable to update, delete, or submit invoices. The Reader is unable to create other user profiles.

If you feel that you have been assigned the incorrect role, please contact your Vendor Administrator or Regional Center.
Know what SPN #’s (Vendor number) you want this person to have access to.