

# ENABLE SELF-ASSIGN FOR VENDORS

## DESCRIPTION




When activated, vendors can accept new assignments without requiring approval process from the management. Responsibility to manage time is shifted from the project managers (PM) to the vendors.


## ACTIVATE SELF-ASSIGN FOR VENDORS

Navigate to TOOLS AND SETTINGS > ACCOUNTS AND USERS > VENDOR CENTER.

Select vendor of your choice and click on  button.

Navigate to PROFILE :: TAX ID :: PASSWORD tab and check ALLOW SELF-ASSIGN.

PROFILE STATUS	<input type="radio"/> Confirm at login	<input checked="" type="radio"/> Activated	<input type="radio"/> Blocked	<input type="radio"/> Deactivated	
SEND E-MAILS	<input checked="" type="checkbox"/>				
ALLOW SELF-ASSIGN	<input checked="" type="checkbox"/>				

 To complete configuration, select and configure accounts that allow vendors to utilize self-assign option.

Read more on how to activate self-assign option for customer accounts.

When self-assign option is activated for both, vendor matching all requirements and account posting the request, On the Spot! displays extra option to Accept assignment.

**202949 • American Sign Language on April 14, 2022 at 8:00 am**

**Description**  
Biology class, teacher meeting

**Student name**  
Sam Brown

**Notes**  

Not Available

Available

Accept

Close

🔄Revision #5

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✎Updated Wed, Sep 15, 2021 3:13 AM by manual admin