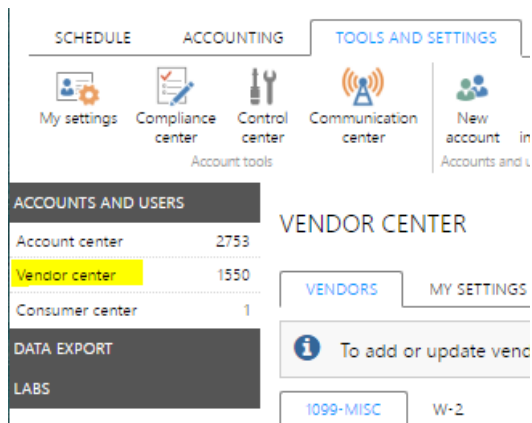


# GUIDE - DISALLOWING INTERPRETERS IN VENDOR CENTER

\* The following steps are only available to Admin Users. \*

## 1. Go to Vendor Center

In the Tools and Settings tab, select Vendor Center on the left.



## 2. Select a Vendor

Click Edit to open the vendor's profile.

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Abdallah, Mona Asad	10001	Garden Grove, CA 92841	415.533.9566 cell	monaajobs@yahoo.com	EDIT
Abdelfattah, Nabil	10002	Richmond, CA 94804	510.917.2040 cell	nabil.abdelfattah@zocglobal.net	EDIT
Abe, Akiko	10003	Sherman Oaks, CA 91403	310.415.8048 cell	amr2@aol.com	EDIT
Abou-Saada, Raji	10004	Fullerton, CA 92832	714.213.1750 cell	rsaada567@yahoo.com	EDIT
Abrams, Senait	10005	Livermore, CA 94551	408.786.4336 cell	venaaron@gmail.com	EDIT
Abraham, Ermias	10006	Las Vegas, NV 89123	702.427.8215 cell	aermias25@yahoo.com	EDIT
Abrajan, Ivonne	10007	Saratoga, CA 95070	408.482.7610 cell	iav@pacbell.net	EDIT
Abri, Arlette	10008	Pasadena, CA 91104	626.616.6542 cell	arletteabri@yahoo.com	EDIT
Abugherir, Janan	10009	Riverside, CA 92506	951.660.1033 cell	janan1227@yahoo.com	EDIT
Acopian, Galina	10011	Van Nuys, CA 91401	818.802.2046 cell	armenian911@gmail.com	EDIT

## 3. Update Exclusion List

In the Exclusion List tab, select Disallow. Then, select those accounts you do want to disable for the vendor. Once saved, this will prevent the vendor from receiving Assignment Offer emails for orders from the client account checked.

GENERAL
PROFILE :: TAX ID :: PASSWORD
TIME OFF
SmartID™
SKILLS
RATES AND INVOICES
EXCLUSION LIST
VENDOR NOTES

Using checkboxes, select accounts to prevent or allow vendor to provide services to. Use following rules to configure vendor's profile.  
Allow - will allow vendor to provide services to selected accounts, vendor will not be able to provide services to any newly added accounts.  
Disallow - will prevent vendor to provide services to selected accounts, vendor will be able to provide services to any newly added accounts.

PERMISSION
☐ Allow
☒ Disallow

SELECT ACCOUNTS

	ACCOUNT	SELECT
1	Corvel Corporation - Concord	<input type="checkbox"/>
2	Karen D. Wood and Associates Attorneys At Law - San Diego	<input type="checkbox"/>
3	Karen D. Wood and Associates Attorneys At Law - Veritext Southern CA Rates	<input type="checkbox"/>
4	A+ Court Reporters Pasadena	<input type="checkbox"/>
5	AAA / Metro Litigation Los Angeles	<input type="checkbox"/>
6	AAA / Metro Litigation Los Angeles Northern CA Rates	<input type="checkbox"/>
7	AAA / Metro Litigation Los Angeles OOS Rates	<input type="checkbox"/>
8	AAA / Metro Litigation Los Angeles Southern CA Rates	<input type="checkbox"/>

SELECT ALL
CLEAR SELECTION
SAVE

## 4. Save

Finally, click save to update the Account setting in the system.

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