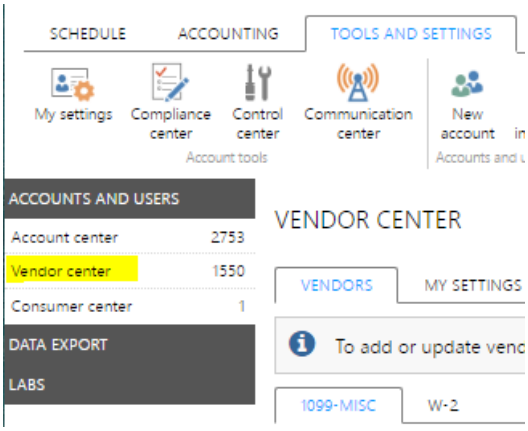
GUIDE - DISALLOWING INTERPRETERS IN VENDOR CENTER

* 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.



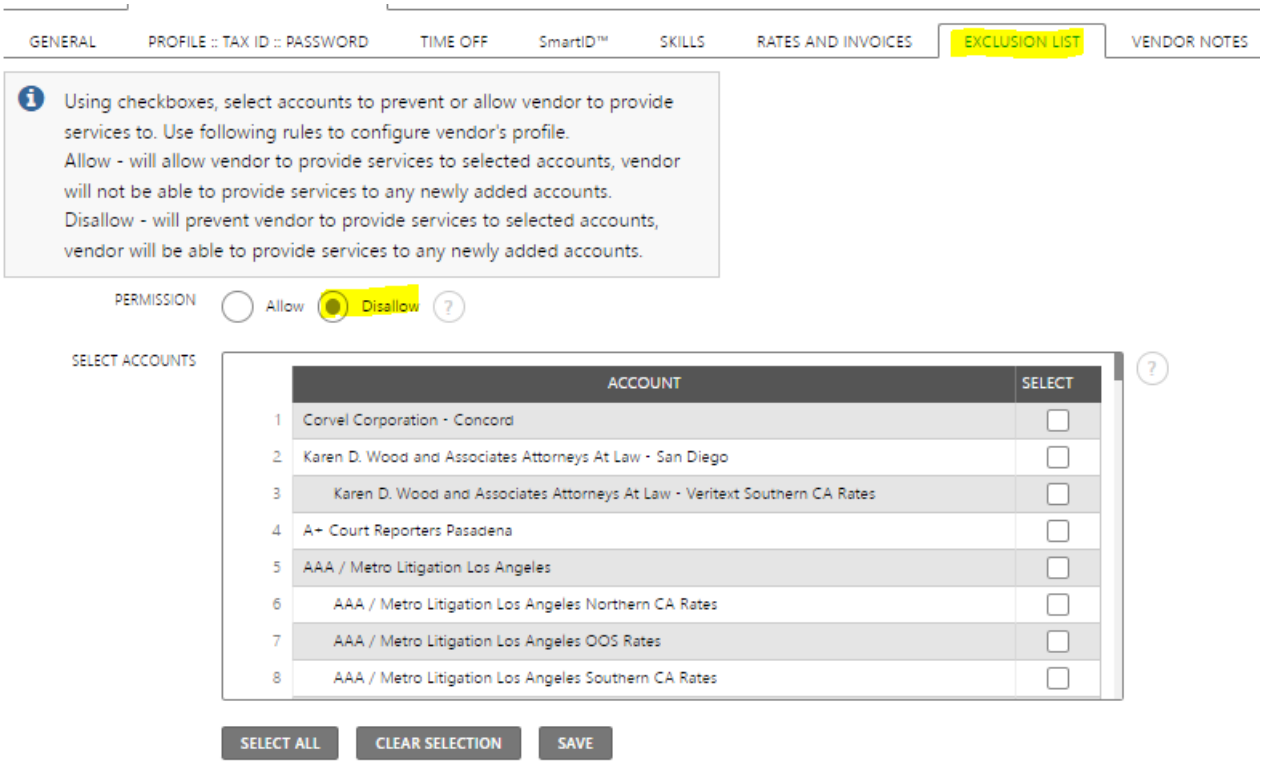
2. Select a Vendor

Click Edit to open the vendor's profile.



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.



4. Save

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

Revision #7
Created Mon, Jul 31, 2023 2:14 AM by Ana Mehdaova
Updated Thu, Sep 14, 2023 10:24 PM by Gabriela Garcia