

CUSTOMER/ VENDOR STATUSES



- The status will let you know in what stage of the onboarding the Customer/Vendor is.
- You can find it in the status list under the “Status” column in the Customer/Vendor list.

SI	Customer Name ↑	Customer Number	Status	Modification Date	Business Rep
<input type="checkbox"/>	(test)	12345	NEW	2023-06-08 07:49	AESPINOSA
<input type="checkbox"/>	Example Customer 1 (internal only)		VALIDATION REQUIRED	2023-03-30 12:38	AESPINOSA
<input type="checkbox"/>	Example Customer 2 (internal only)		VALIDATION IN PROGRESS	2022-12-08 07:28	AESPINOSA



Status	In Portal	What does it mean?	What do I need to do?
New	NEW	A new customer/vendor has been added into the portal and no initial mapping has been done.	You need to add test documents and submit the initial mapping request.
Configuration Required	CONFIGURATION REQUIRED	A change request has been submitted.	No action required - This means our connection development team is working on your request.
Validation Required	VALIDATION REQUIRED	The change request has been completed by our CD team and its ready to validate.	You need to test the customer/vendor by processing and delivering documents.
Validation in Progress	VALIDATION IN PROGRESS	Testing of the customer/vendor has started.	No action required - This lets you know that at least one document has been successfully delivered and that testing is now in progress—continue with testing.
Information Required	INFORMATION REQUIRED	The CD team has a question or needs clarification regarding the change request.	You need to submit a request to respond to the connection development team’s questions.
Production	PRODUCTION	The customer/vendor is in production and all testing is completed.	No action required - This means the customer/vendor is in production.