

Rejected Vendor Change

If you've added a new vendor to the workflow and it gets rejected, you'll receive an email like the image below. The rejection email will specify the reasons for the vendor's rejection.

To correct the issue:

- From Vendors
- Search by Vendor #
- Select → Update
- Enter Reason for Change: New Vendor Correction
- Select Accept
- Make the necessary corrections, including updating the status from STOP to Active
- Select Accept
 - Records submitted for approval and are awaiting release.
- Select Release
 - Releases changes to the vendor to workflow.

Pending Vendor Change Rejected



munisadmin@franklincountyohio.gov
To ✓ Abraham, Jamie L.

Vendor 416015 Change (1) that was to be effective on Sep 23 2025 12:00AM has been rejected by 807ajtowns. 807ajtowns's comment was:
ZIP CODE INCORRECT.

To view additional information about this Munis item use this link:

[Additional Information](#)



This is a Munis system generated message. Please do not reply to this unmonitored mailbox.