# Basics & Settings SOP: Add User to Vendor Central

03/17/2025 8:24 am CDT
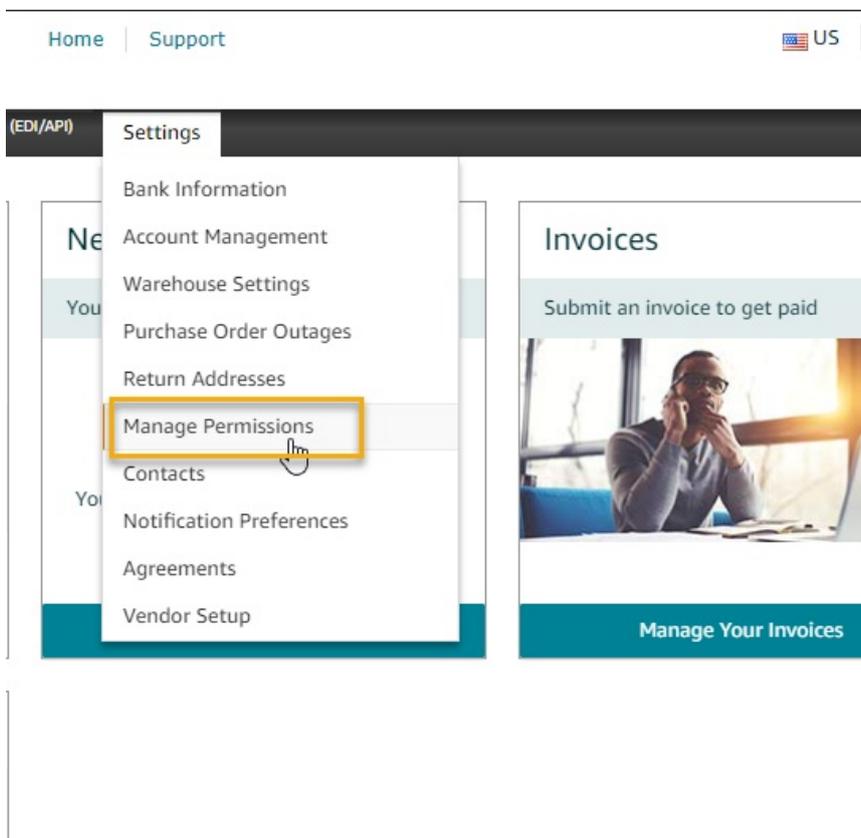
> **Who is this for?** This is intended for individuals who will add a user to their Vendor Central.
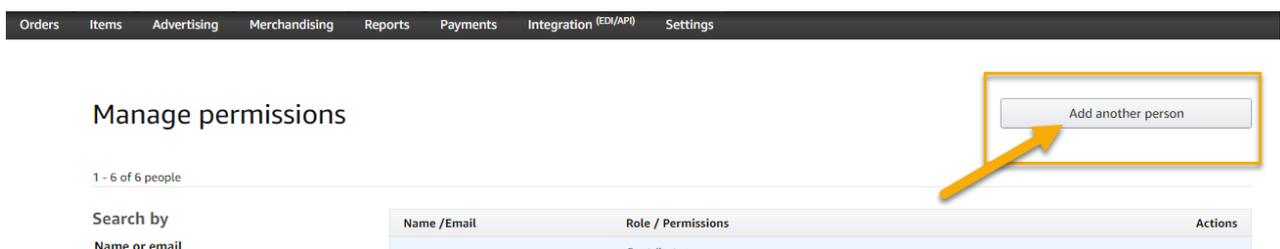
> **Objective:** This document is used to guide Amazon Sellers on how to add a user to their Vendor Central Accounts.

1. Under Settings, please click "Manage Permissions".



2. Click "Add another person"

3. Please fill out the blanks, and tick all permissions except on banking so we can consult in all areas, as seen on the screenshots below.

← Back to manage permissions

## Add another person

**Name**

**Email**

**Role and permissions**

◯ Admin
Can send invitations, edit permissions, remove contributors, and has all permissions

◉ Contributor
Select this person's permissions

**Banking**
Update bank account details

**Cost and inventory**
Update costs (and depending on contract and business group, update available inventory)    Yes

**Customer interaction**
View and comment on customer reviews, enable manufacture's answers to customer questions    Yes

**Operational reports**
View reports relating to catalog data quality, missing images, and other non-sales related metrics    Yes

**Payments**
View the current balance with Amazon, transactions of AP and AR invoices, credit memos, cash, etc.    Yes

**Product management**
Add, edit, and remove products (vendor catalog)    Yes

**Promotions and marketing**
Manage ecommerce ads, sponsored search, and retail promotions    Yes

**Purchase orders**
View and confirm purchase orders    Yes

**Returns**
View and authorize returns    Yes

**Shipments**
Create shipment notifications and view previous shipments    Yes

4. Click "Send Invitation"

# Add another person

Send invitation