

INVITE NEW SUPPLIER TO REGISTER

In order to make a payment, the entity or individual you are trying to pay must have a supplier code on file. Prior to requesting a new supplier, please verify the supplier does not already exist by searching the supplier directory.

If you have checked the supplier directory and determined there is not a supplier code on file, one must be added. This job aid explains how to invite a new supplier to register

How does a potential supplier get invited to complete the registration process?

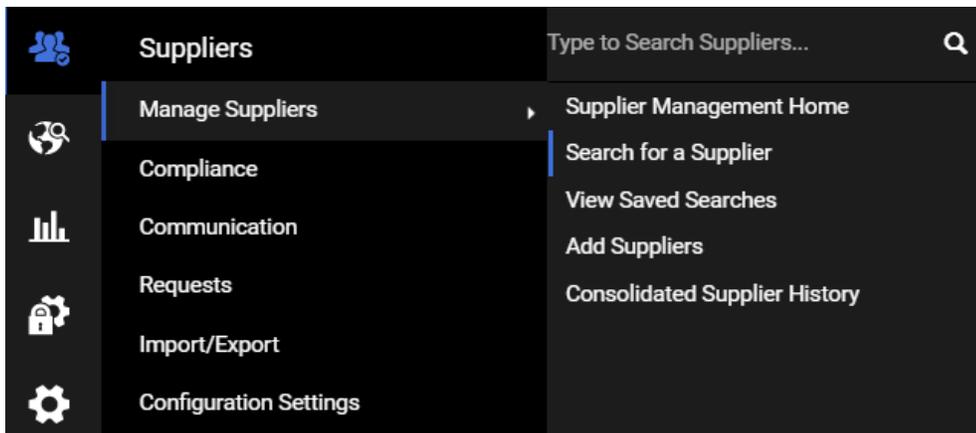
Two initial steps:

1. Search for a Supplier
2. Invite Supplier to Register

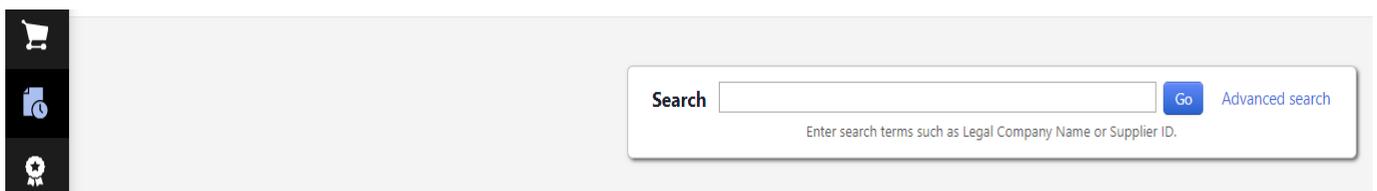
1) Search for a Supplier

The best practice is to insure the supplier does not already exist in the application to avoid duplicates

From the left navigation bar click on **Suppliers** icon  then **Manage Suppliers** and **Search for a Supplier**



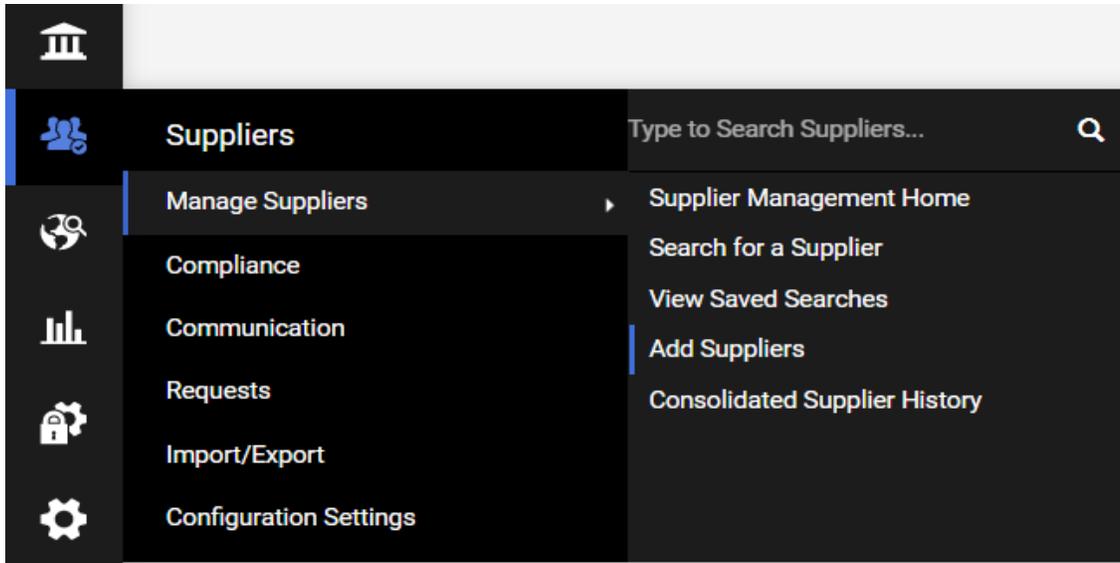
Enter supplier's name to verify the supplier does not already exist by searching the supplier directory.



Last Revised Date

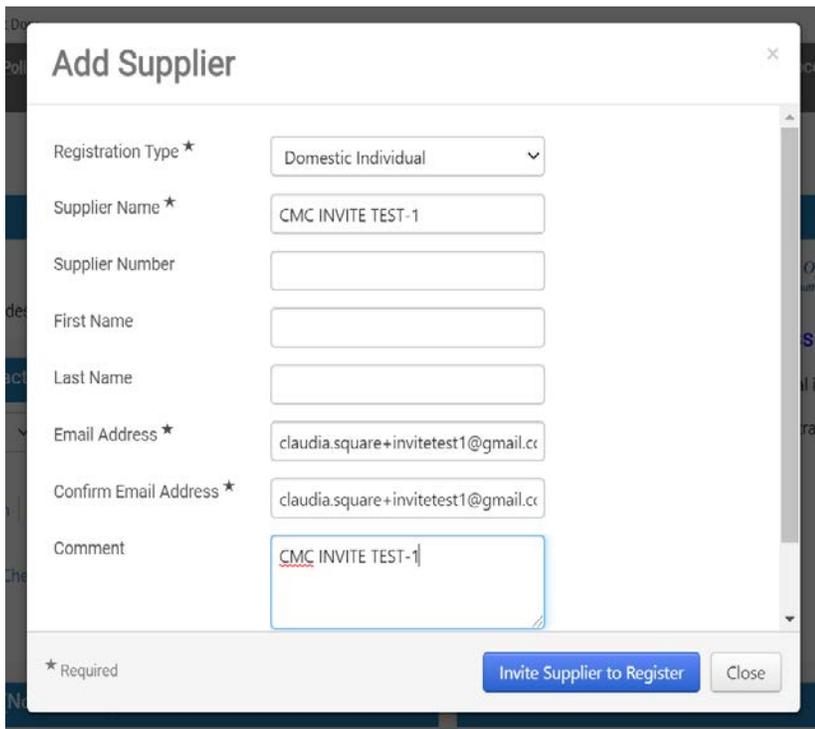
2) Invite Supplier to Register

From the left navigation bar click on **Suppliers** icon  then **Manage Suppliers** and **Add a Supplier**



Add Supplier: Please note: All fields marked with an asterisk * are required fields.

Enter information into the required fields. You are required to select Registration Type and enter Supplier Name and Email Address twice (one is to confirm). You may use the Comment field to include a message to the Supplier. Then click **Invite Supplier to Register**.



The screenshot shows a 'Add Supplier' form with the following fields and values:

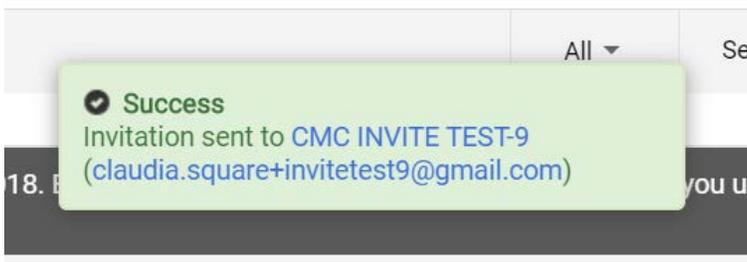
Registration Type *	Domestic Individual
Supplier Name *	CMC INVITE TEST-1
Supplier Number	
First Name	
Last Name	
Email Address *	claudia.square+invitetest1@gmail.cc
Confirm Email Address *	claudia.square+invitetest1@gmail.cc
Comment	CMC INVITE TEST-1

At the bottom left, there is a legend: * Required. At the bottom right, there are two buttons: 'Invite Supplier to Register' (highlighted in blue) and 'Close'.

Last Revised Date

Once you click the **Invite Supplier to Register** button. The supplier name and email domain (for example: @gmail.com, @msn.com) are compared to existing supplier records. Then, one of these two events occur:

- a. An invitation is emailed to the supplier with registration details.



- b. The email you want to invite is an exact match to an existing supplier message appears. This happens when the supplier has already been invited. You can resend the invitation now if you wish.

