

Supplier Registration Invitation SHARE Supplier Job Aid

To initiate a Supplier Registration portal invitation, you will navigate to Manage Registration Invitation via the following pathway:

1. Menu >> Suppliers >> Supplier Registration >> Manage Registration Invitation
2. Click Search on the Manage Invitations Panel

Manage Invitations

Find an Existing Value

Search options: Saved, Recent

Search criteria: begins with [input field]

Options: Show fewer options, Include History

Invitation ID	Long Description
NEW_SUPPLIER_INVITATION	New Supplier

3. Select the NEW_SUPPLIER_INVITATION

Invitation ID	Long Description	Expiration Date
NEW_SUPPLIER_INVITATION	New Supplier	

The information below will populate at the top of the next page.

Manage Invitations

Invitation ID NEW_SUPPLIER_INVITATION
Description New Supplier Invitation
Request Type Register New Supplier
Supplier Request NEW_SUPPLIER
Expiration Date 01/01/2010
Email Template FIN_SUPPLIER

4. Click on the + symbol to the right and insert a new row for the company or individual you are sending a registration invitation to.

Contact Email	Send	Company Type	Company ID	Company Name	Contact Name
juliethompson284@gmail.com	<input type="checkbox"/>	Company		Julie's Jewels	Julie Thompson
teresa.page@usg.edu	<input type="checkbox"/>	Company		Teresa's Trophies	Teresa
selwyn.may@usg.edu	<input type="checkbox"/>	Company		Tolly's Treats	Selwyn

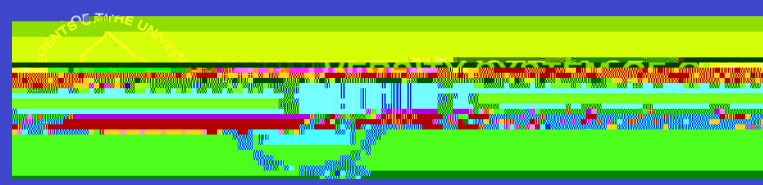
5. Enter the Company Name, Contact Name, and Contact Email. **If entering an individual, you will need to enter the individual's information as the Company Name, Contact Name, and Contact Email.

sherry.smith@usg.edu	<input type="checkbox"/>	Company		Pizza Place 2	Joe
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6. Toggle the box to the far left, Select Save and Send:

Manage Invitations

Save and Send



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10/07/2023

**The supplier will receive the Registration Invitation at the email address entered in the Contact Email field. The sender (from email address) will