

Supplier Registraön Invita ön

SHARE Supplier Job Aid

To ini Yate a SupplierRegistraYon portal invita Yon, you will navigate to ManageRegistraYon Invita Yon via the following pathway:

- 1. Menu >> Suppliers>> SupplierRegistration >> ManageRegistration Invita tion
- 2. ClickSearchon the Managelnvita önsPanel

Manage Invitations	
Find an Existing Value	
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Include History	

3. Selectthe NEW_SUPPLIER_INVITATION

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	Invitation ID	Long Description	Expiration Date
·	New Supplier		<u> </u>

Theinforma \u00f6n below will populate at the top of the next page.



Manage Invitations

	Invitatio	n ID. NFW	SUP	PLIER INVITATION	V			
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4. Clickon the + symbol to the right and insert a new row for the companyor individual you are sending registra ön invita ön to.

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Contact Email		Send	Company Type	Company ID	Company Name↑		Contact Name
juliethompson284@gmail.com	+ -		Company		Julie's Jewels		Julie Thompson
☆ teresa.page@usg.edu	+ -		Company		Teresa's Trophies		Teresa
selwyn.may@usg.edu +	ie, 🦻	Com	pany a	Tolly	's Treats	Selw	yn
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5. Enterthe CompanyName,ContactName,andContactEmail. **If enteringan individual,you will need to enter the individual'sinforma \u00f6n as the CompanyName,ContactName,andContactEmail.

sherry.smith@usg.ed	ı — – –	Compan	y Pizza Place 2	Joe	

6. Togglethe box to the far le L, SelectSaveand Send:

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**The supplier will receive the Registraön Invita ön at the email addres entered in the Contact Email beld. Thesender (from email address) will