

Supplier Registration Approval Spend

Audience: Auditor

Purpose: After a prospective supplier has requested to be registered, a collaborative review process occurs. Those with the required privileges can edit the registration during approval.

Approval Actions

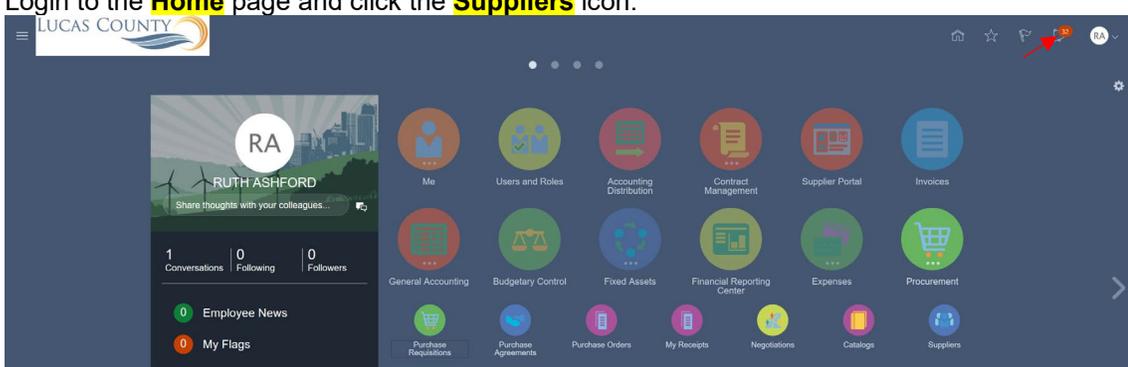
- Approvers can **approve** or **reject** the approval request.
- Requests can also be **sent back for resubmission** if more information is needed. When the request is resubmitted, the request is routed through the same review process.

The outcome of the review is either approved or rejected. An email notification with the registration request outcome is sent to the user who submitted the supplier registration request and any contacts marked as administrative contacts on the registration.

- **Approved:** Automatically starts a process to create a supplier record from the registration. If user accounts were requested for contacts on the registration, then user provisioning requests are sent to the identity management system for processing. If a prospective supplier is approved, then that supplier is available for transactions on sourcing and qualifications. If a spend authorized supplier is approved, then a spend authorization approval request is raised.
- **Rejected:** Rejects the request and sends a notification to the requester.

If the category manager decides to award business to a prospective supplier who responded to a negotiation, that supplier needs to be authorized in the application to conduct spend transactions with the buying organization before a purchase document can be created for that supplier. Spend authorization requires a more complete level of information about the supplier and is subject to approval by the supplier manager. Once the supplier is approved for spend operations, they have access to all the normal capabilities of the application.

This job aid will assist you with approving the supplier registration for Spend Supplier.

Step	Action
1	<p>Login to the Home page and click the Suppliers icon.</p> 
2	<p>Click the Notifications (Bell) icon.</p>

Select the **Notification for Action Required: Request to Approve Supplier ### for Spend.**

3

Review the request and if all is satisfactory, click the **Approve** button.

4

Request to Approve Supplier Compass Point for Spend

Actions **Approve** Reject

Details

Assignee RUTH ASHFORD
Assigned Date 8/20/19 8:50 PM
Task Number 201699

Business Relationship Spend Authorized
Request 2002
Requested By Joe Smith
Request Date 8/21/19
Approval Status Pending Approval

Source Registration - External
Procurement BU Lucas County
Registration Request 2003
Registration Approval Date 8/20/19

Company Details

Supplier Compass Point
Supplier Number 200012
Supplier Type Supplier
Tax Organization Type Corporation
Corporate Web Site

D-U-N-S Number
Taxpayer Country United States
Taxpayer ID 11-0101010101
Tax Registration Country
Tax Registration Number

Sites

View Format Freeze Detach Wrap

Procurement BU	Site	Address	Site Purpose	Status
Lucas County	Main	123 Main Street,MIAMI, FL 33133	Purchasing; Pay	Active

Recommended Actions

- Review Supplier Profile