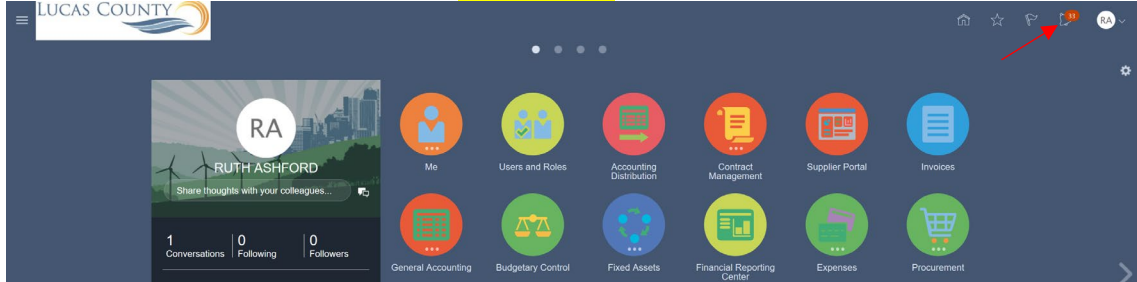
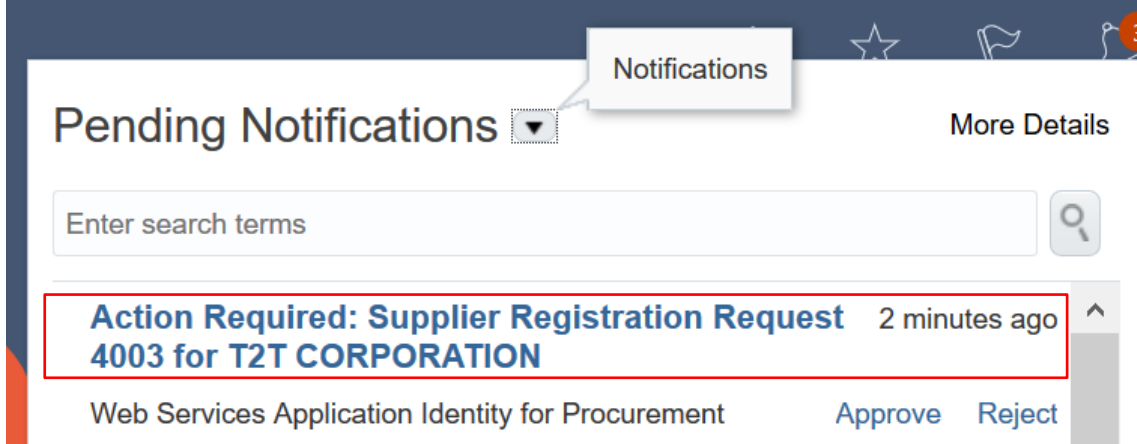


## Supplier Registration Approval Prospective

**Audience:** Buyer

**Purpose:** When a supplier submits a registration request, a Buyer with Supplier Registration Approval Authority can approve a supplier’s registration. This job aid will assist with the steps to approve a prospective supplier registration.

Step	Action
2	<p>Login to the <b>Home</b> page and Click the <b>Notifications (Bell)</b> icon.</p> 
3	<p>Select the <b>Notification for Action Required: Supplier Registration Request ### for ### Company</b>.</p> 
4	<p>The Supplier Registration Request will display. View details, and if all is acceptable, click the <b>Approve</b> button.</p>

Edit

Supplier Registration Request 4003 for T2T CORPORATION

Request to Resubmit Actions Approve Reject

**Details**

Assignee	RUTH ASHFORD	Registration Request	4003	Approval Status	Pending Approval
Assigned Date	8/26/19	Requested By	Bob James	Business Relationship	Prospective
Task Number	201972	Request Date	8/26/19	Source	External
		Inviting Procurement BU	Lucas County	Note to Approver	

**Company Details**

Company	T2T CORPORATION	D-U-N-S Number	123456789
Tax Organization Type	Corporation	Tax Country	United States
Supplier Type	Supplier	Taxpayer ID	22-222-2222
Corporate Web Site		Tax Registration Number	123456789

**Attachments**

Actions View + X

Type	Category	* File Name or URL	Title	Description	Attached By	A
No data to display.						

**Contacts**

View Format Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Details
James, Bob		tst@email.com	✓	✓	