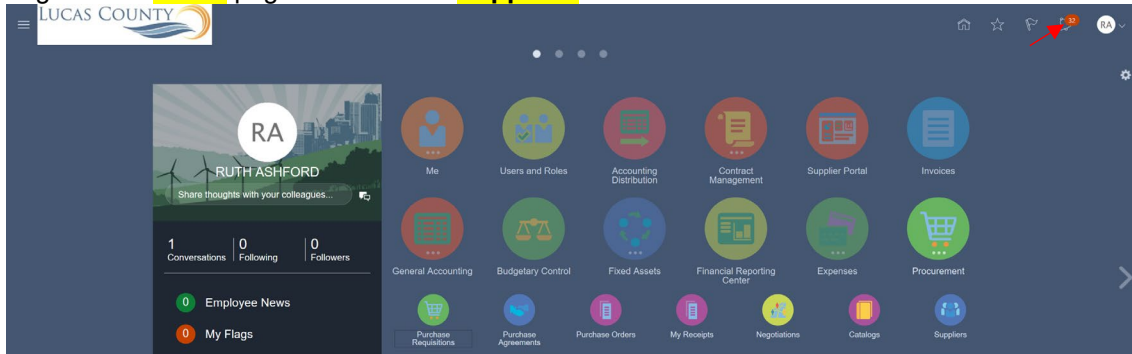
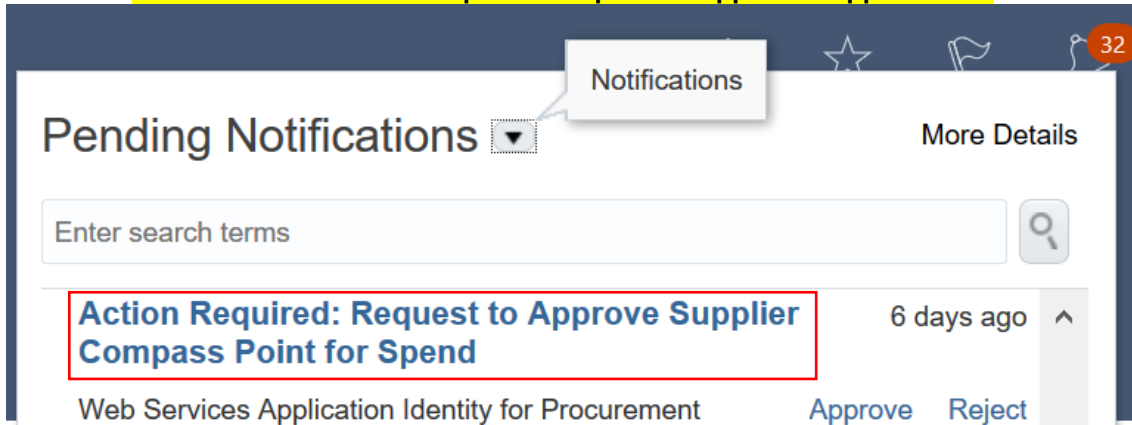


Supplier Registration Action: Escalate

Audience: Supplier Administrator, Buyer, Procurement Manager

Purpose: In the event you need to escalate the supplier registration decision up one level to the next approver, you can use this job aid to assist you in doing so.

Step	Action
1	<p>Login to the Home page and click the Suppliers icon.</p> 
2	<p>Click the Notifications (Bell) icon.</p>
3	<p>Select the Notification for Action Required: Request to Approve Supplier ####.</p> 
4	<p>Click Actions and select Escalate.</p> 