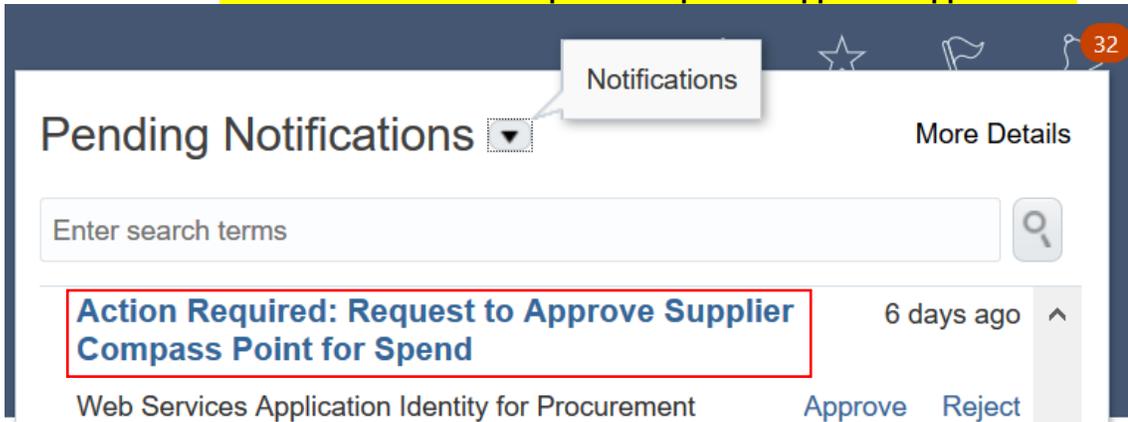# Supplier Registration Action: Request Information

Audience: Supplier Administrator

Purpose: Approvers who have the required privileges can edit the registration during approval.

The default approvers for spend authorized suppliers are defined in the procurement agents table in the Manage Suppliers function for each specific Procurement BU. The approval routing looks for at least one active site within the Procurement BU and is then routed through a notification to users for that BU that can manage suppliers.

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. This job aid will assist you with requesting information from the approval page.

Step	Action
1	Login to the **Home** page and click the **Suppliers** icon.
2	Click the **Notifications** (Bell) icon.
3	Click to select the **Notification for Action Required: Request to Approve Supplier ####.**
4	Review the request.

Edit

Request to Approve Supplier Compass Point for Spend

[Actions ▼] [Approve] [Reject]

◢ Details

Assignee	RUTH ASHFORD	● Business Relationship	Spend Authorized	Source	Registration - External
Assigned Date	8/20/19 8:50 PM	Request	2002	Procurement BU	Lucas County
Task Number	201699	Requested By	Joe Smith	Registration Request	2003
		Request Date	8/21/19	Registration Approval Date	8/20/19
		Approval Status	Pending Approval		

◢ Company Details

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5 | Click the **Actions** dropdown and select **Request Information**.

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6 | Select **From Participant** or **From Other users**. Add **Comments** and select a **Return Option: Route directly back to me** or **Require Subsequent participants to retake action** and click the **OK** button.