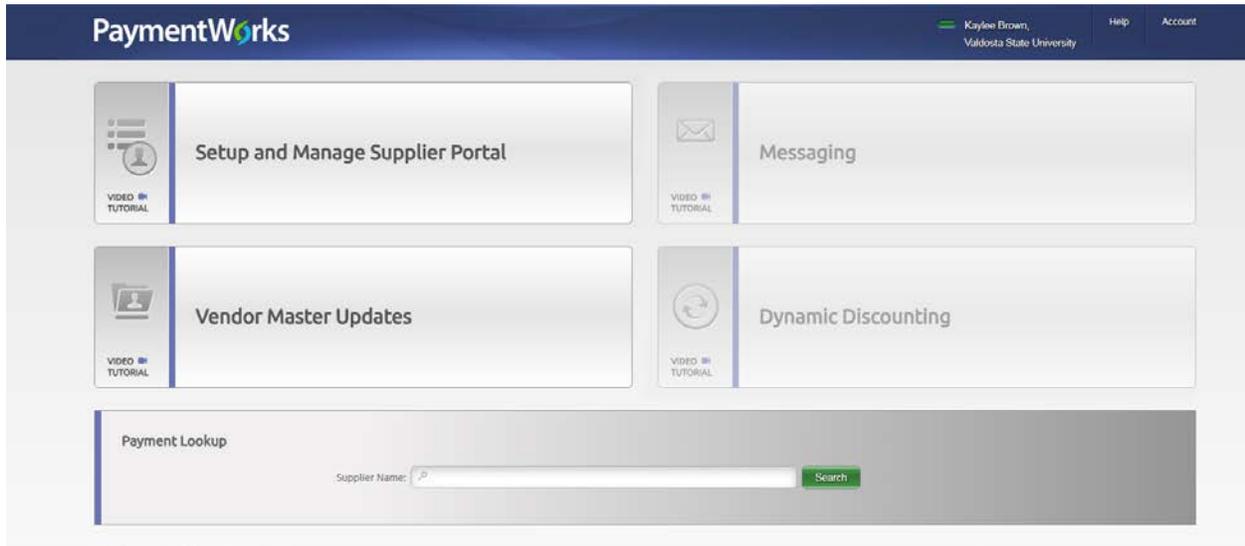
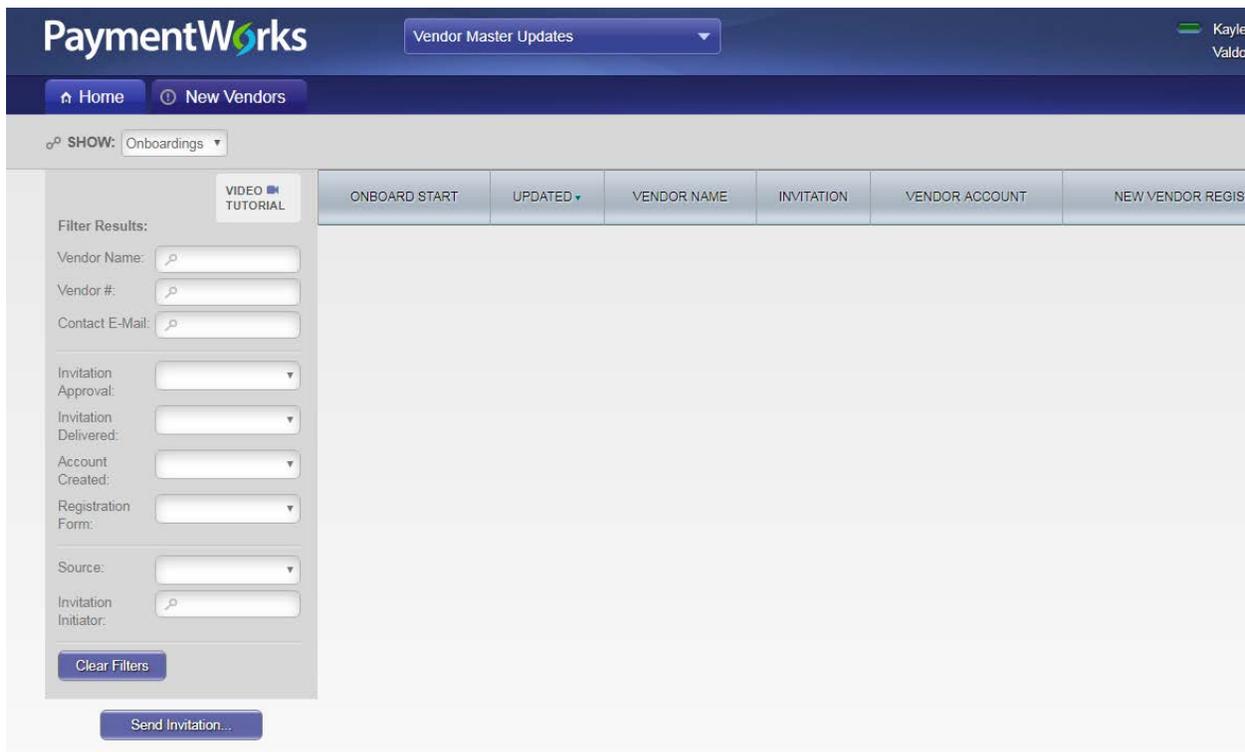


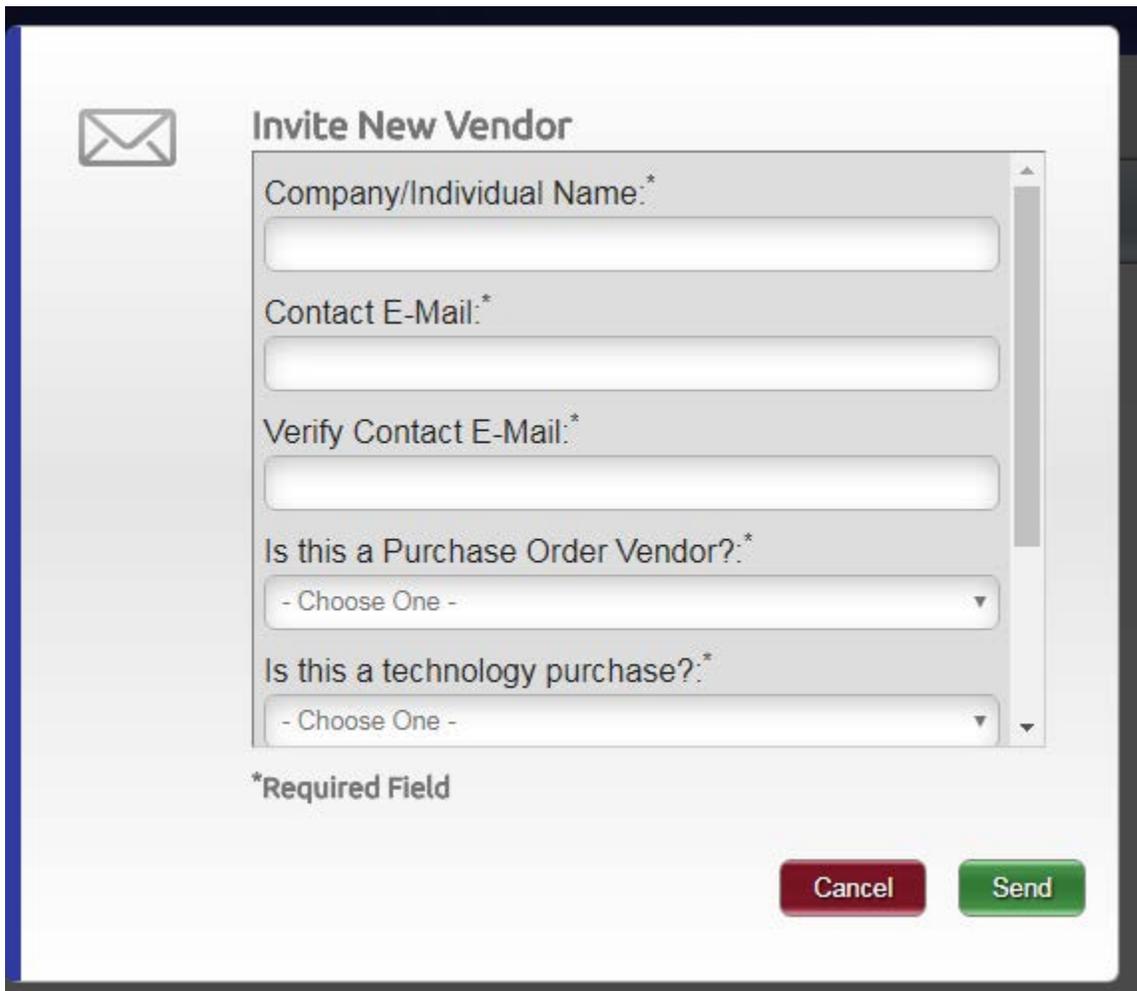
1. Login using Active Directory and Single Sign on Verification method
2. The Setup and Manage Supplier Portal should not be utilized to search for vendors since PeopleSoft is still the system of record for vendors.
3. To send an invitation, click on Vendor Master Updates



4. Next click "Send Invitation" icon at the bottom of the screen



5. Fill in required fields as indicated



 **Invite New Vendor**

Company/Individual Name:\*

Contact E-Mail:\*

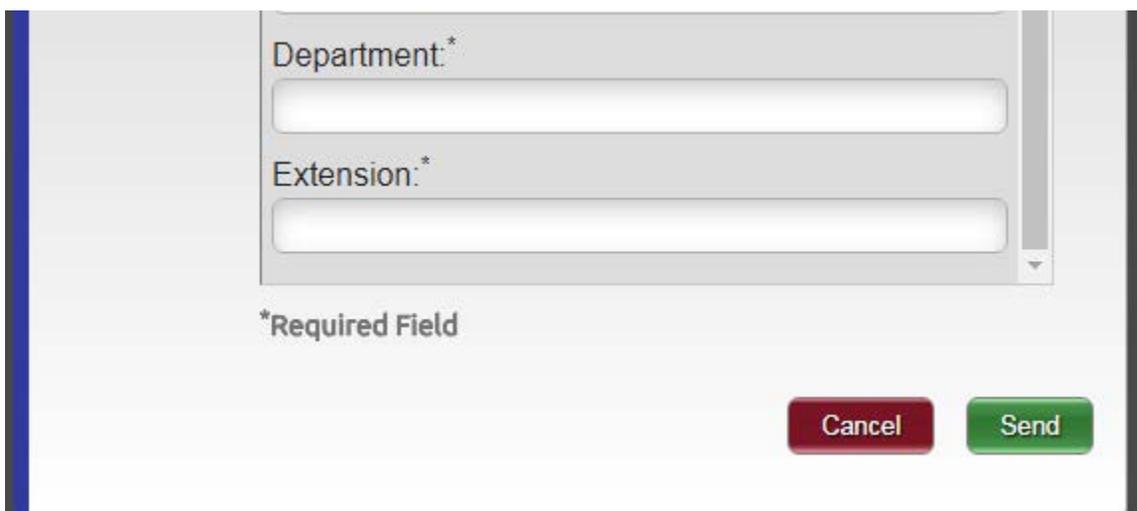
Verify Contact E-Mail:\*

Is this a Purchase Order Vendor?:\*  
- Choose One -

Is this a technology purchase?:\*  
- Choose One -

\*Required Field

Cancel Send



Department:\*

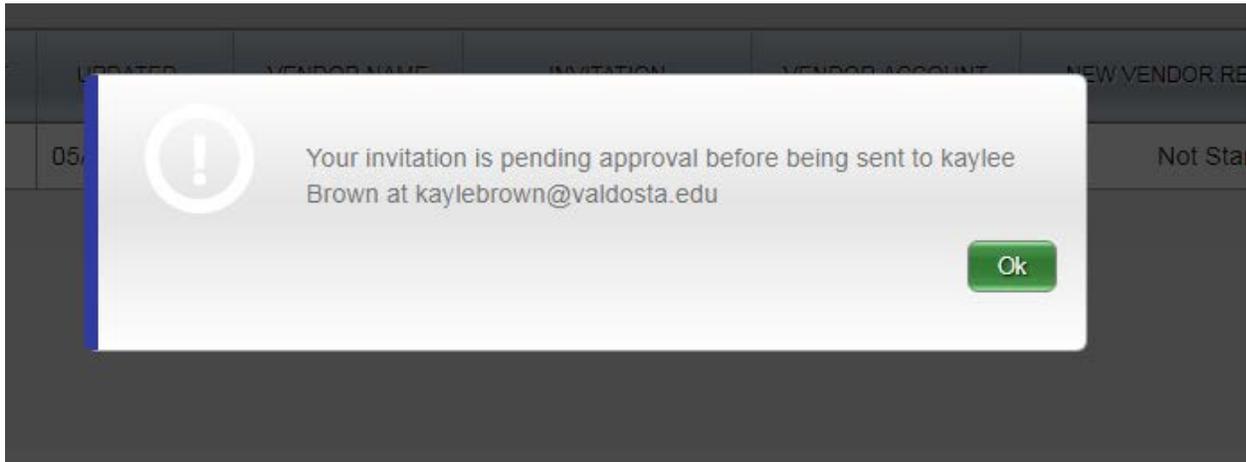
Extension:\*

\*Required Field

Cancel Send

6. Click Send

- The following message appears, letting you know that your invitation is pending buyer approval>click ok next!



- The “Invitation” status will read “Pending Approval” until it is approved by a buyer

ONBOARD START	UPDATED ▾	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
05/04/2018	05/04/2018	kaylee Brown	Pending Approval	No Account	Not Started	<div style="width: 5%;"><div style="width: 5%;"></div></div>

- Upon buyer approval, the invitation status will change to “Delivered”

ONBOARD START	UPDATED ▾	VENDOR NAME	INVITATION	VENDOR ACCOUNT	NEW VENDOR REGISTRATION	% COMPLETE
05/04/2018	05/04/2018	kaylee Brown	Delivered	No Account	Not Started	<div style="width: 10%;"><div style="width: 10%;"></div></div>

- Once the vendor registers and complete the form you will be notified.