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I. Objectives

By the end of this procedure, you should be able to:

- Approve a supplier onboarding registration
- Deny a registration

II. Tips and Tricks

Here are some important tips and tricks that will help when approving a supplier:

- Make sure Email User and/or Worklist is checked on your My System Profile page to receive notification that a supplier is waiting for your approval.
- Make sure your email is updated on the My System Profile page to the business email address you will be giving Suppliers
- Supplier Liaisons will not request more information, only the Supplier Team will Request More Information.

III. Prerequisites

Before a supplier can request a registration:

- Send the New Supplier Registration letter to a supplier you are wanting to do business with.
IV. Approving a Supplier Registration Using Email or Worklist

Use email or your worklist to approve a Supplier Registration.

Step 1: Open and review the Approval Request in your email.

Step 2: Click the link in the email and you will be prompted to log into PeopleSoft using your Network ID and password. If you are already logged into PeopleSoft, you will be taken directly to the Manage Request Approval page.

Or,

Go to your Worklist in Finance PeopleSoft and click the Registration worklist item.
Step 3: On the Manage Request Approval page, pay very careful attention to the Company Name ensuring this is a supplier you want to do business with.

Step 4: Click the Approve button, if this is a supplier you want to do business with.

Step 5: Click the OK button to complete the approval process.

This approved supplier registration will now move on to the Supplier Team for final approval. Please allow 2-3 business days for this process to be finalized.

Note: The Manage Request Approval page works differently than the Travel and Expense approval page as it does not move on to the next supplier registration requiring your approval. To approve additional supplier registrations, go back to your worklist or email inbox.
V. Denying a Supplier Registration

If the Supplier listed on the Manage Request Approval page is not a supplier you want to do business with, then it will be your responsibility to deny the registration.

Use email or your worklist to deny a Supplier Registration.

**Step 1:** On the Manage Request Approval page, pay very careful attention to the Company Name ensuring this is a supplier you want to do business with.

**Step 2:** If this is a supplier you are not familiar with and therefore do not want to business with, click the Deny button.
Step 3: Click the Lookup Reason Code icon and select Denied.

Step 4: A delivered comment is populated in the comment box but you can add your own if you would like to be more specific.

Step 5: Click OK to complete the denial process.

Note: Departments will not request more information, only the Supplier Team will Request More Information.

Note: The Manage Request Approval page works differently than the Travel and Expense approval page as it does not move on to the next supplier registration requiring your approval. To approve additional supplier registrations, go back to your worklist or email inbox.