



Controller’s Office – Supplier Onboarding

Approving/Denying a Supplier Registration – Departmental Approval

Table of Contents

- I. Objectives.....2
- II. Tips and Tricks.....2
- III. Prerequisites.....2
- IV. Approving a Supplier Using Email or Worklist3
- V. Denying a Supplier5

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:

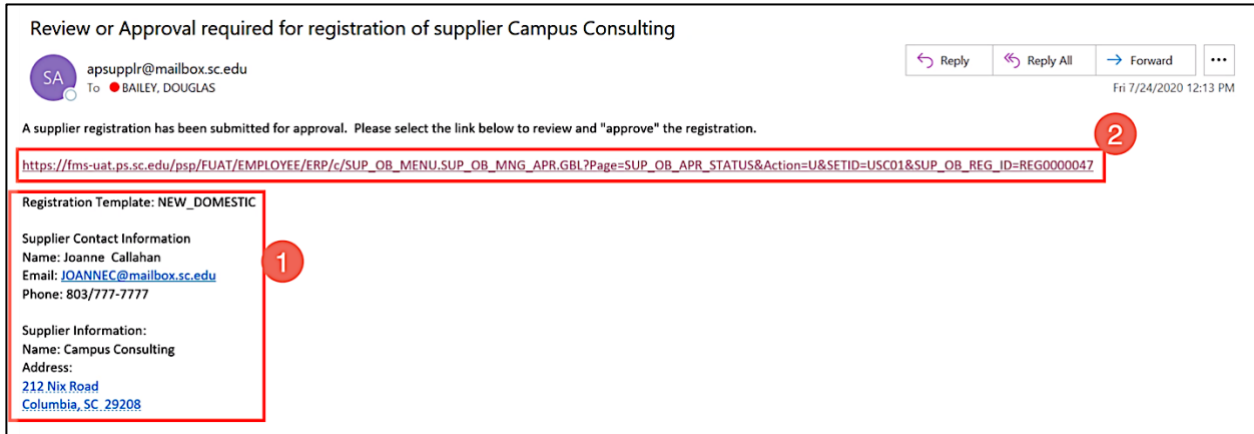
- Send the **New Supplier Registration** letter to a supplier you are wanting to do business with.

IV. Approving a Supplier Registration Using Email or Worklist

Use email or your worklist to approve a Supplier Registration.

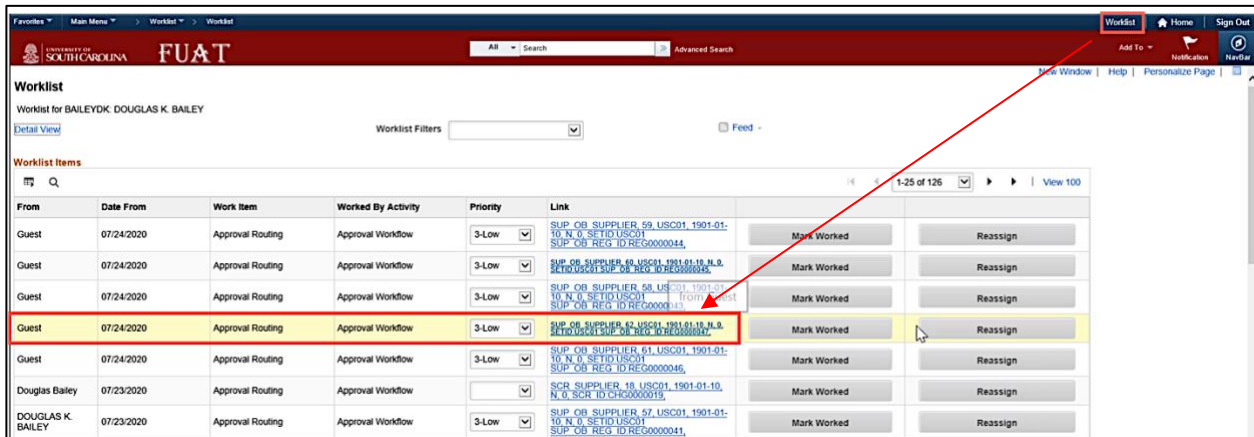
Step 1: Open and review the Approval Request in your email.

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.

The screenshot shows the 'Manage Request Approval' page in the FUAT system. The page displays registration details for a supplier named 'Campus Consulting'. The registration ID is REG0000047. The company name is 'Campus Consulting', which is circled in red with a '3'. Other details include email ID JOANNEC@mailbox.sc.edu, country USA, address 212 Nix Road, Columbia, SC 29208, and approval status 'Pending Approval'. At the bottom left, there are three buttons: 'Approve', 'Deny', and 'Request More Information'. The 'Approve' button is circled in red with a '4'.

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

The screenshot shows the same 'Manage Request Approval' page, but with a 'Confirmation' dialog box overlaid in the center. The dialog box has a title bar 'Approval action' and a 'Confirmation' section with a green checkmark icon. The text inside the dialog reads: 'This action will approve this transaction. Would you like to continue? (10320.206)'. Below the text are two buttons: 'OK' and 'Cancel'. The 'OK' button is circled in red with a '5'.

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.

The screenshot shows the 'Manage Request Approval' page for FUAT. The page header includes the University of South Carolina logo and 'FUAT'. A search bar and navigation links are visible. The main content area displays registration details for 'Campus Consulting' (Registration ID: REG0000047). A red circle with the number '1' highlights the 'Company Name' field. Below the details, there are sections for 'Identification & Classification' (U.S. Tax Identification Number: 700000051), 'Profile Questions', 'Self Categorization', and 'Review / Edit Approvers'. At the bottom, there are three buttons: 'Approve', 'Deny', and 'Request More Information'. A red circle with the number '2' highlights the 'Deny' button.

Registration Details	
Registration ID:	REG0000047
Company Name:	Campus Consulting
Email ID:	JOANNEC@mailbox.sc.edu
Country:	USA United States
Address:	212 Nix Road
City:	Columbia
State:	SC
Postal:	29208
Entered on:	07/24/2020
Approval Status:	Pending Approval
SetID:	USC01
OFAC Checking:	OFAC checked
Duplicates Supplier:	Not Found

U.S. Tax Identification Number 700000051

Profile Questions

Self Categorization

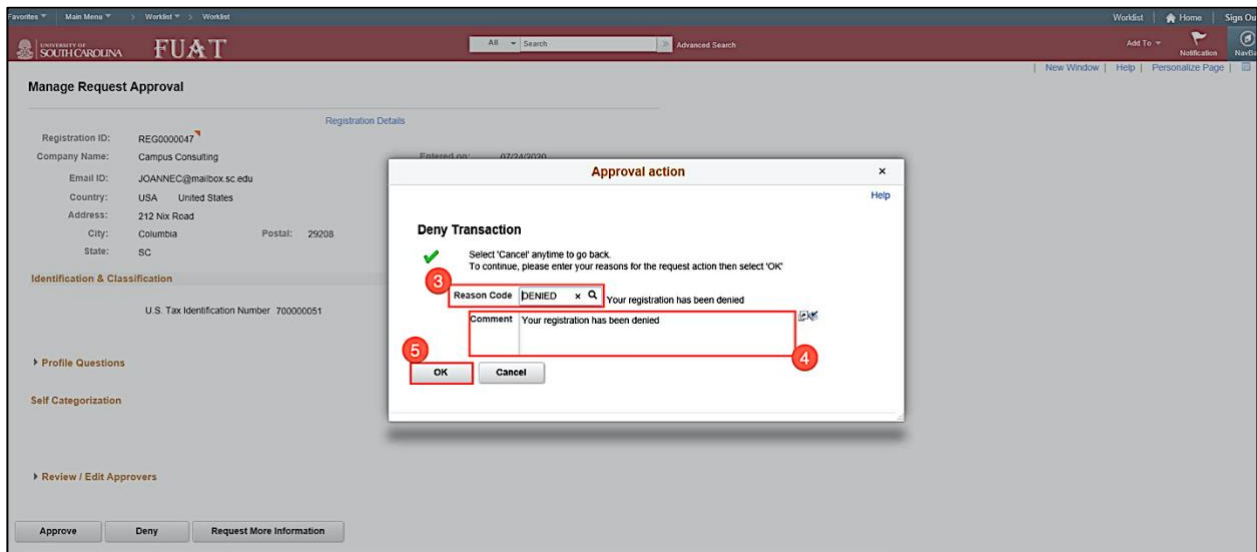
Review / Edit Approvers

Approve Deny Request More Information

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.