



Review & Resend Supplier Registration Invitation

SHARE Supplier Job Aid

To review or resend a Supplier Registration Invitation, you will navigate to the Manage Registration Invitation via the following pathway:

1. Menu >> Suppliers >> Supplier Registration >> Manage Registration Invitation
2. Click Search on the Manage Invitations Panel

Manage Invitations

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Saved Searches

Invitation ID

Show fewer options

Include History

3. Select the NEW_SUPPLIER_INVITATION

Invitation ID	Long Description	Expiration Date	
NEW_SUPPLIER_INVITATION	New Supplier Invitation	01/01/3010	>

4. You can click on the Company Name column header to sort the company names in ascending or descending order to speed up the search process.

Company Name ↑



- 5. Scroll down to the company that you wish to resend the invitation for and click the Save and Send button.

Manage Invitations

Send	Company Type	Company ID	Company Name↑	Contact Name	Contact Email		
<input type="checkbox"/>	Company		Julie's Jewels	Julie Thompson	juliethompson284@gmail.com	+	-
<input type="checkbox"/>	Company		Teresa's Trophies	Teresa	teresa.page@usg.edu	+	-
<input type="checkbox"/>	Company		Tolly's Treats	Selwyn	selwyn.may@usg.edu	+	-
<input checked="" type="checkbox"/>	Company		Pizza Place 2	Joe	sherry.smith@usg.edu	+	-

Select/Deselect All

Save Save and Send Cancel

**The supplier will receive a new Registration Invitation email at the email address entered in the Contact Email field. The sender (from email address) will be *donotreply@usg.edu* with a Subject of *Supplier Registration*.