



Supplier Registration Invitation

SHARE Supplier Job Aid

To initiate a Supplier Registration portal invitation, you will navigate to 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

Include History

3. Select the NEW_SUPPLIER_INVITATION

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

The information below will populate at the top of the next page.



Manage Invitations

Invitation ID NEW_SUPPLIER_INVITATION
***Description**
 231 characters remaining
Request Type Register New Suppliers
Supplier Request Template ID
Access Code NEW
Expiration Date 01/01/3010
Email Template
[Search Customer/Supplier/Bidder](#)

- Click on the + symbol to the right and insert a new row for the company or individual you are sending a registration invitation to.

Manage Invitations

Send	Company Type	Company ID	Company Name↑	Contact Name	Contact Email		
<input type="checkbox"/>	Company		<input type="text" value="Julie's Jewels"/>	<input type="text" value="Julie Thompson"/>	<input type="text" value="juliethompson284@gmail.com"/>		<input type="button" value="+"/> <input type="button" value="-"/>
<input type="checkbox"/>	Company		<input type="text" value="Teresa's Trophies"/>	<input type="text" value="Teresa"/>	<input type="text" value="teresa.page@usg.edu"/>		<input type="button" value="+"/> <input type="button" value="-"/>
<input type="checkbox"/>	Company		<input type="text" value="Tolly's Treats"/>	<input type="text" value="Selwyn"/>	<input type="text" value="selwyn.may@usg.edu"/>		<input type="button" value="+"/> <input type="button" value="-"/>
<input type="checkbox"/>	Company		<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/> <input type="button" value="-"/>

- Enter the Company Name, Contact Name, and Contact Email. **If entering an individual, you will need to enter the individual's information as the Company Name, Contact Name, and Contact Email.

<input type="checkbox"/>	Company		<input type="text" value="Tolly's Treats"/>	<input type="text" value="Selwyn"/>	<input type="text" value="selwyn.may@usg.edu"/>		<input type="button" value="+"/> <input type="button" value="-"/>
<input type="checkbox"/>	Company		<input type="text" value="Pizza Place 2"/>	<input type="text" value="Joe"/>	<input type="text" value="sherry.smith@usg.edu"/>		<input type="button" value="+"/> <input type="button" value="-"/>

- Toggle the box to the far left, Select Save and Send:

Manage Invitations

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

Select/Deselect All



**The supplier will receive the Registration Invitation 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*.

IMPORTANT NOTE: After you **Save and Send** the invitation, you will need to **remove the toggle in the Send box** and click **Save**, or you will send duplicate invitations to the supplier as you add other invitations.

If you have multiple invitations to enter, you can **add them all first and then toggle the Send box** to the left of each row for the invitations you just entered and click **Save and Send**. **This will send all the new ones you entered at once**. You will then need to **uncheck the Send boxes next to all of those** and **Save** so that you don't send additional invitations to those suppliers again accidentally.