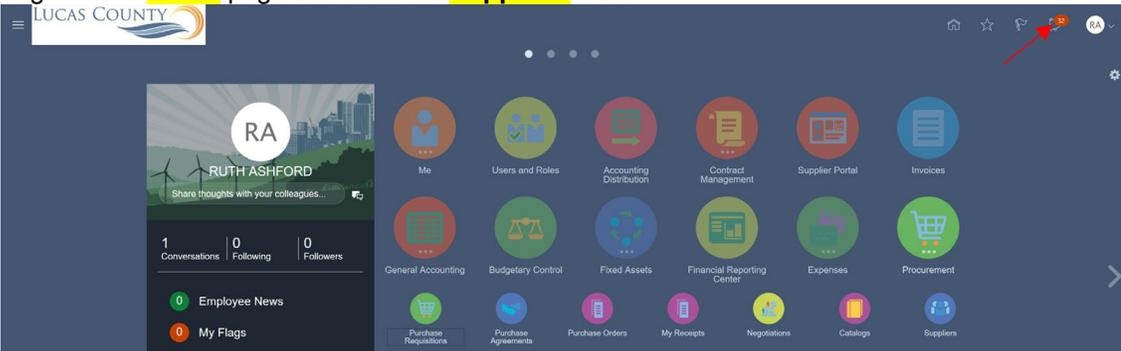
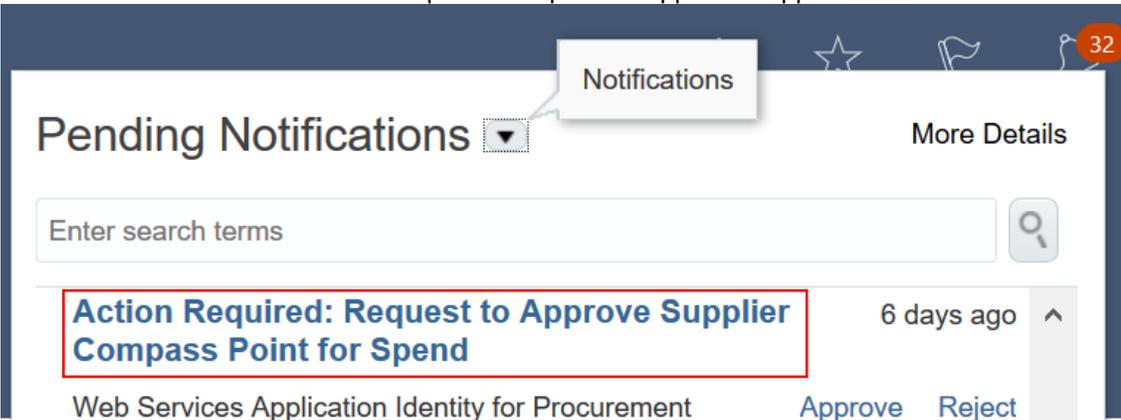
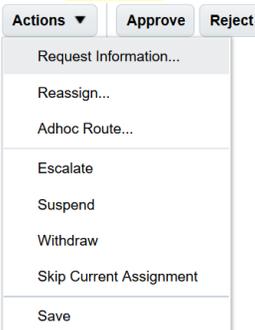


Supplier Registration Action: Reassign

Audience: Supplier Administrator

Purpose: This job aid provides assistance with reassigning action on the supplier registration approval page.

Step	Action
1	<p>Login to the Home page and click the Suppliers icon.</p> 
2	<p>Click the Notifications (Bell) icon.</p>
3	<p>Select the Notification for Action Required: Request to Approve Supplier #####.</p> 
4	<p>Click Actions and then select Reassign.</p> 

5	Select Reassign (transfer task to another user or group). Search by Name, Email or User ID . Click the Select box to select the person from returned results, and then click OK .
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Reassign Task ✕

Reassign tasks to one or more users.
This will transfer ownership of the task and remove it from your worklist.

Reassign (transfer task to another user or group)

Delegate (allow specified user to act on my behalf)

Users ▾

Advanced

First Name Last Name

Email ID

	First Name	Last Name	Email	Title
<input checked="" type="checkbox"/>	AMANDA	THOMA...	athomasson@c...	

Selected

