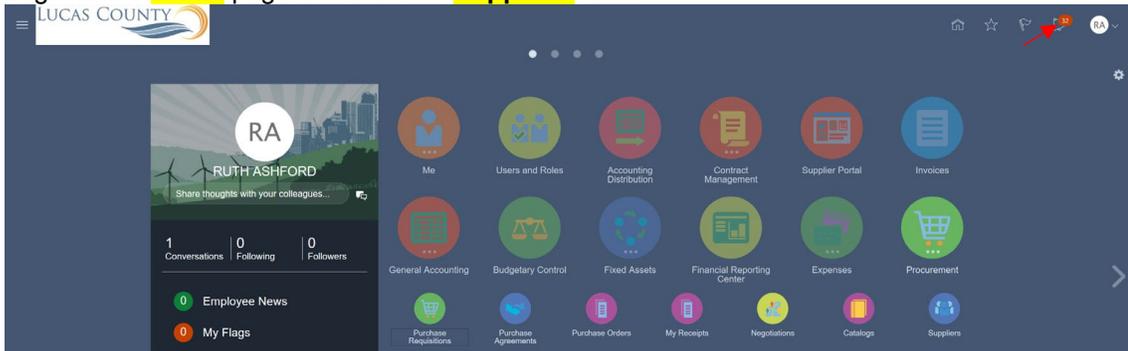
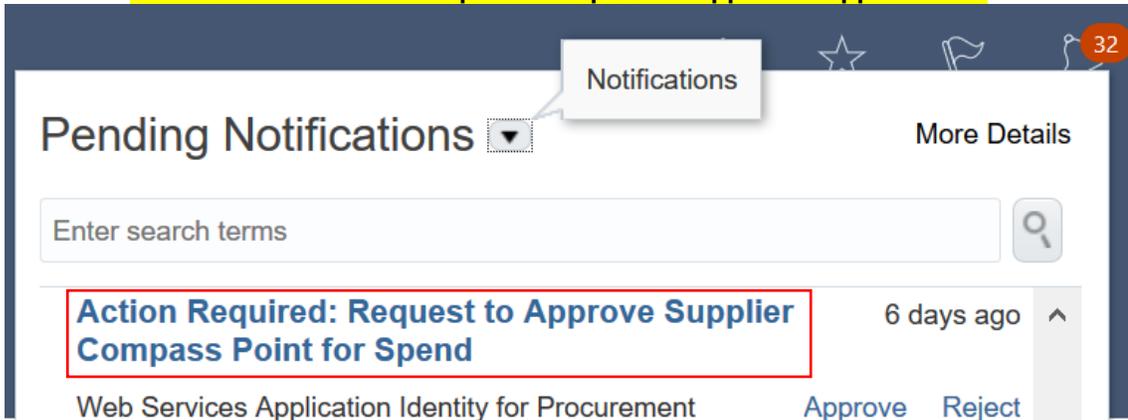
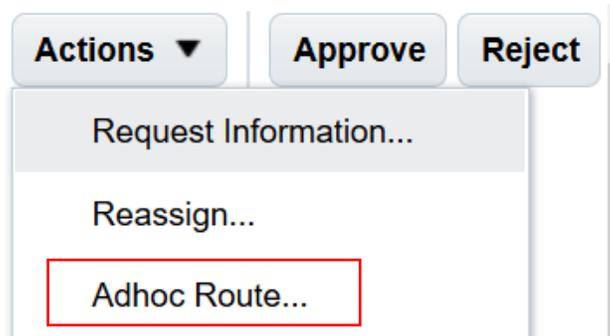


Supplier Registration Action: Adhoc Route

Audience: Supplier Administrator, Buyer, Procurement Manager

Purpose: This job aid will assist you with selecting the adhoc route 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 select Adhoc Route.</p> 

Select **Single Approver**, **Group Vote** or **Chain of Single Approvers** and click **Search**. Add **Comments**. Ensure **Users** is selected in the dropdown and enter a **User Name** or search by **First Name** and **Last Name** or **Email** address. Click the **Search** button. **Select** a user from the resulting list. Click **OK**.

Route Task ✕

Approve and route to:

- Single Approver
- Group Vote
- Chain of Single Approvers

Comments:

Please review.

Users

AMTHOMA

Advanced

First Name

Last Name

Email

ID

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

Selected