

Supplier Registration Reject

Audience: Supplier Administrator

Purpose: This job aid will assist with rejecting a supplier registration because it does not meet the criteria for approval.

Step	Action
1	Login to the Home page and click the Suppliers icon. 
2	Click the Notifications (Bell) icon.
3	Select the Notification for Action Required: Request to Approve Supplier ##### . 
4	Review the request and if criteria are not met for approval, click the Reject button.

Edit

Request to Approve Supplier Compass Point for Spend Actions ▾ Approve **Reject** ^

▲ Details

Assignee	RUTH ASHFORD	Business Relationship	Spend Authorized	Source	Registration - External
Assigned Date	8/20/19 8:50 PM	Request	2002	Procurement BU	Lucas County
Task Number	201699	Requested By	Joe Smith	Registration Request	2003
		Request Date	8/21/19	Registration Approval Date	8/20/19
		Approval Status	Pending Approval		

▲ Company Details

Supplier	Compass Point	D-U-N-S Number	
Supplier Number	200012	Taxpayer Country	United States
Supplier Type	Supplier	Taxpayer ID	11-0101010101
Tax Organization Type	Corporation	Tax Registration Country	
Corporate Web Site		Tax Registration Number	

▲ Sites

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Procurement BU	Site	Address	Site Purpose	Status
Lucas County	Main	123 Main Street,MIAMI, FL 33133	Purchasing; Pay	Active

▲ Recommended Actions

- Review Supplier Profile