

## Supplier Registration Request to Resubmit

**Audience:** Supplier Administrator

**Purpose:** You can resubmit a request for approval using the Resubmit Request action from the View Spend Authorization Request page, which can be accessed either through the Supplier Spend Authorization Requests table on the Overview page or from the spend authorization review status link on supplier profile. After you resubmit, the current request is rejected, and another request is immediately sent for approval from start. You must have the privilege to resubmit spend authorization requests. This action is secured through the privilege Resubmit Supplier Spend Authorization Request and you can only resubmit requests that are in pending approval status.

When you resubmit a pending request, you can include a reason, which will be available as additional information in the approval history. Even though the current request is being rejected, this activity will not affect the Negotiation Award flow (if the request has come from negotiation award) as a new request is immediately created and submitted for approval. This job aid will assist you with requesting resubmission of a supplier registration request.

Step	Action
1	Login to the <b>Home</b> page and click the <b>Suppliers</b> icon. 
2	Click the <b>Notifications</b> (Bell) icon.
3	Select the <b>Notification for Action Required: Supplier Registration Request ### for ### Company</b> .
4	Click the <b>Request to Resubmit</b> button.