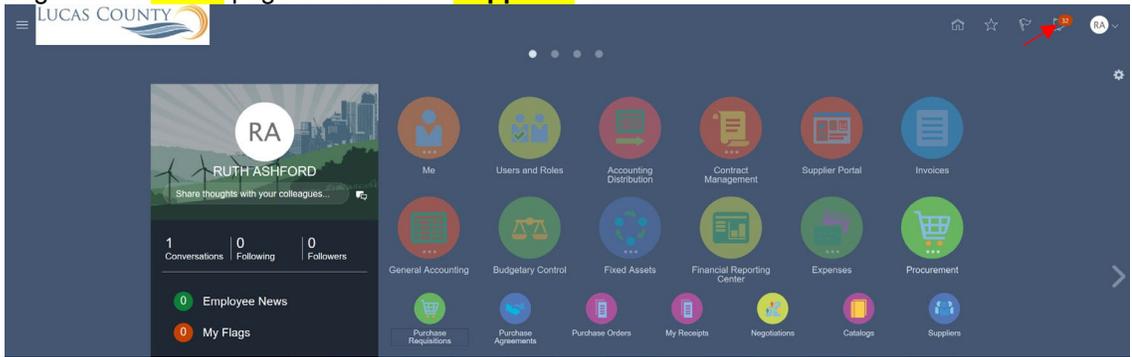
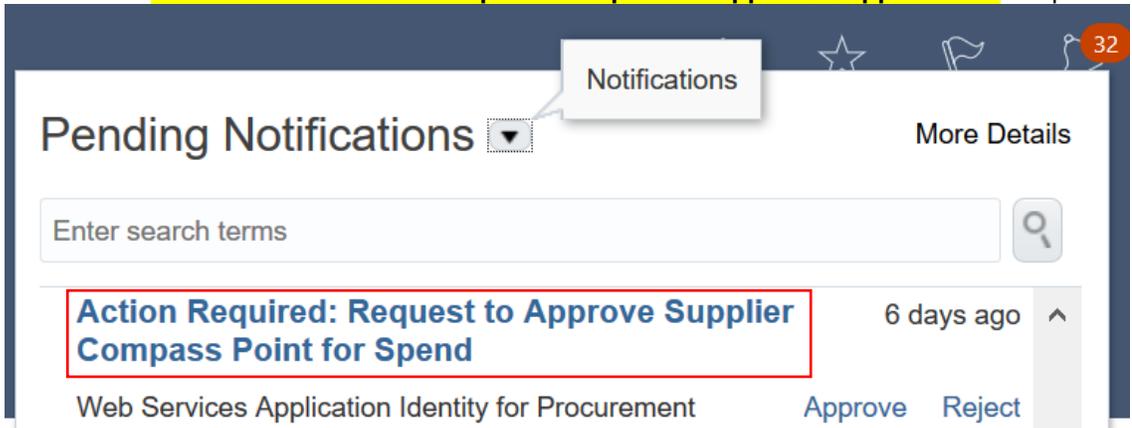


Supplier Registration Action: Suspend

Audience: Supplier Administrator and Supplier Manager

Purpose: In the event you need to suspend the supplier registration for any reason, you can use this job aid to assist you in doing so.

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>Click on the Notification for Action Required: Request to Approve Supplier ##### to open.</p> 
4	<p>Review the request. Click Actions and select Suspend.</p> 