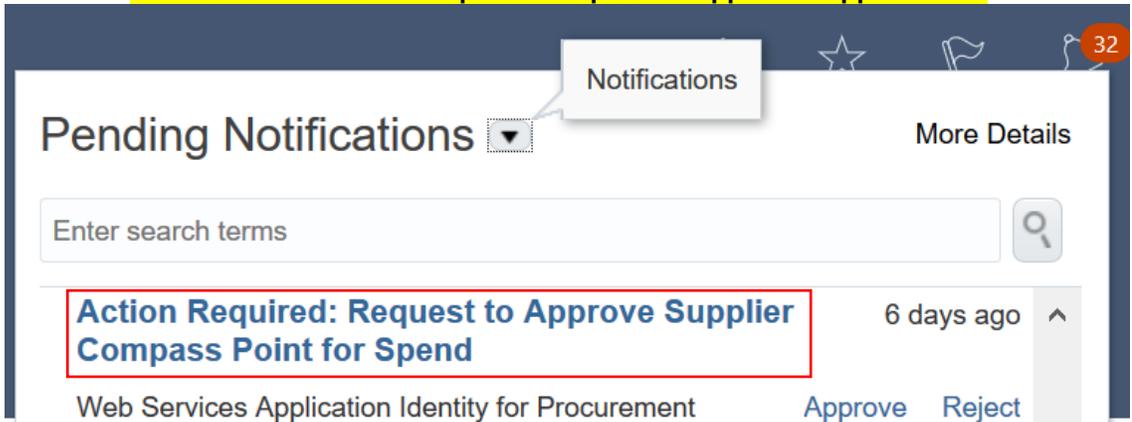


Supplier Registration Action: Withdraw

Audience: Supplier Administrator, Buyer, Procurement Manager

Purpose: In the event you need to withdraw 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>Select the Notification for Action Required: Request to Approve Supplier ####.</p> 
4	<p>Review the request. Click the Actions dropdown.</p> 
5	<p>From the Actions menu select Withdraw.</p>

Actions ▼ **Approve** **Reject**

- Request Information...
- Reassign...
- Adhoc Route...

- Escalate
- Suspend
- Withdraw**
- Skip Current Assignment

- Save