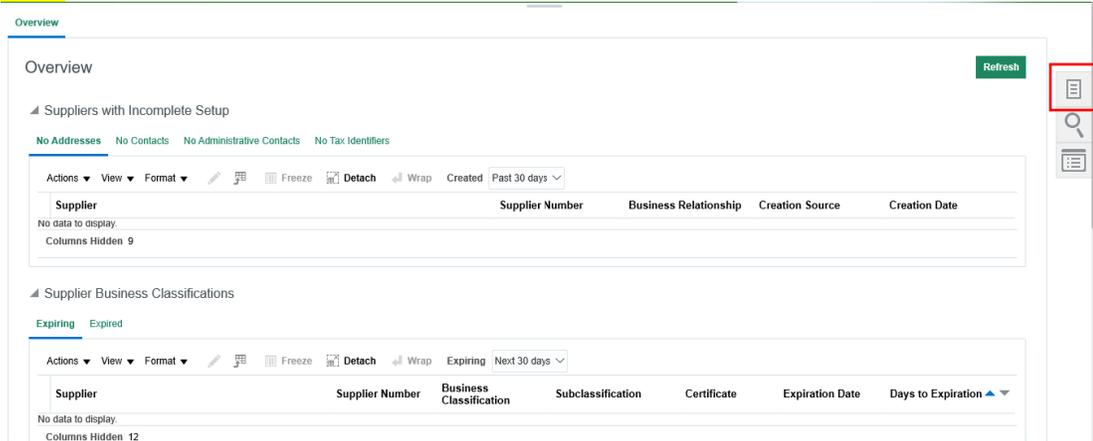
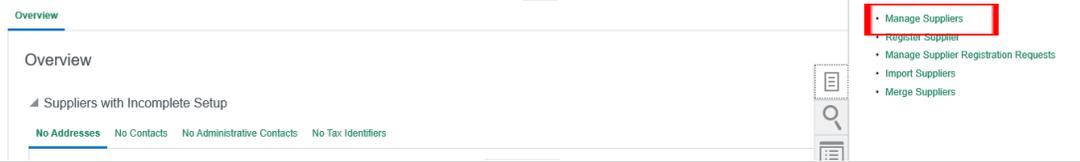
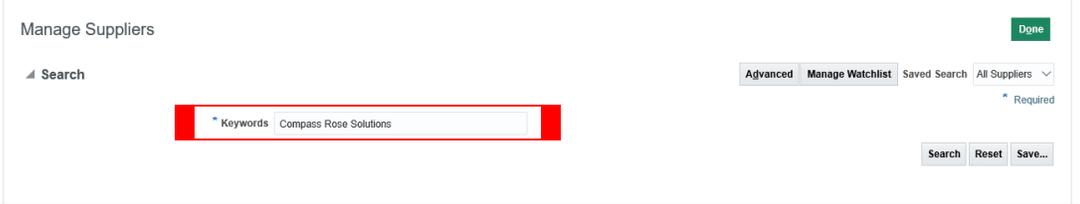


## Promote Supplier from Prospective to Spend Authorization Status

**Audience:** Supplier Administrator, Supplier Manager

**Purpose:** This job aid provides the steps to promote a Prospective Supplier to Spend Authorized Status.

Step	Action
1	<p>Log into Oracle. From the Home page, navigate to <b>Procurement &gt; Suppliers &gt; Task Icon.</b></p> 
2	<p>Click the <b>Manage Suppliers task.</b></p> 
3	<p>Click in the <b>Search Keyword</b> field.</p>
4	<p>Enter Supplier name in <b>Keyword</b> field.</p> 
5	<p>Click the <b>Search</b> button.</p>
6	<p>Click the <b>Supplier</b> link to open the Supplier Profile page.</p>

	<p>Search Results</p> <p>Actions View Format Freeze Detach Wrap Register Supplier</p> <table border="1"> <thead> <tr> <th>Supplier</th> <th>Supplier Number</th> <th>Alternate Name</th> <th>Business Relationship</th> <th>Parent Supplier</th> <th>Creation Date</th> <th>Inactive Since</th> <th>Tax Registration Number</th> <th>Taxpayer ID</th> <th>D-U-N-S Number</th> </tr> </thead> <tbody> <tr> <td>Compass Rose Solu...</td> <td>211703</td> <td></td> <td>Prospective</td> <td></td> <td>10-08-2019</td> <td></td> <td></td> <td>12345678910</td> <td></td> </tr> </tbody> </table> <p>Columns Hidden 19</p>	Supplier	Supplier Number	Alternate Name	Business Relationship	Parent Supplier	Creation Date	Inactive Since	Tax Registration Number	Taxpayer ID	D-U-N-S Number	Compass Rose Solu...	211703		Prospective		10-08-2019			12345678910									
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7	<p>Click on the <b>Addresses</b> link.</p> <p>Supplier: Compass Rose Solutions, Inc. <span>Promote to Spend Authorized Edit Done</span></p> <p>Profile <b>Addresses</b> Contacts</p> <p>General</p> <table border="1"> <tr> <td>Supplier</td> <td>Compass Rose Solutions, Inc.</td> <td>Business Relationship</td> <td>Prospective</td> </tr> <tr> <td>Supplier Number</td> <td>211703</td> <td>Parent Supplier</td> <td></td> </tr> <tr> <td>Alternate Name</td> <td></td> <td>Parent Supplier Number</td> <td></td> </tr> <tr> <td>Tax Organization Type</td> <td>Corporation</td> <td>Creation Date</td> <td>10-08-2019</td> </tr> <tr> <td>Supplier Type</td> <td>Supplier</td> <td>Creation Source</td> <td>Registration</td> </tr> <tr> <td>Inactive Date</td> <td></td> <td>Registration Request</td> <td>1</td> </tr> <tr> <td>Status</td> <td>Active</td> <td>Attachments</td> <td>None</td> </tr> </table> <p>Additional Information</p> <p>Legacy Supplier Number</p> <p>OPERS Supplier Type</p> <p>Nonprofit Organization</p>	Supplier	Compass Rose Solutions, Inc.	Business Relationship	Prospective	Supplier Number	211703	Parent Supplier		Alternate Name		Parent Supplier Number		Tax Organization Type	Corporation	Creation Date	10-08-2019	Supplier Type	Supplier	Creation Source	Registration	Inactive Date		Registration Request	1	Status	Active	Attachments	None
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10	<p>Select <b>Address Purpose</b> (Ordering, Remit To, RFQ or Bidding).</p>																												

Overview Manage Suppliers x Supplier: Compass Rose Solutions, Inc. x

Edit Address: Bidding01 Save Save and Close Cancel

Address Name Bidding01

Country United States

Address Line 1 100 Main Street

Address Line 2

City Miami

State FL

Postal Code 33133

Language

Address Purpose

- Ordering
- Remit to
- RFQ or Bidding

Phone

Fax

Email

Inactive Date mm-dd-yyyy

Status Active

Additional Information

Address Details

Transaction Tax Contacts Payments

11 Click the **Save and Close** button.

Overview Manage Suppliers x Supplier: Compass Rose Solutions, Inc. x

Edit Address: Bidding01 Save **Save and Close** Cancel

Address Name Bidding01

Country United States

Address Line 1 100 Main Street

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Phone

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Email

Inactive Date mm-dd-yyyy

Status Active

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Address Details

Transaction Tax Contacts Payments

12 Click the **Submit** button.

Overview Manage Suppliers x Supplier: Compass Rose Solutions, Inc. x

Edit Supplier: Compass Rose Solutions, Inc. Save **Submit** Cancel

Last Saved 12-10-2019 11:58 AM

Profile Addresses Contacts

Actions View Format + Freeze Wrap Status Active

Address Name	Address	Phone	Address Purpose	Status
Bidding01	100 Main Street, Miami, FL 33133		Ordering, Remit to	Active

Columns Hidden 5

13 Click to select the **Supplier** from the Search Results.

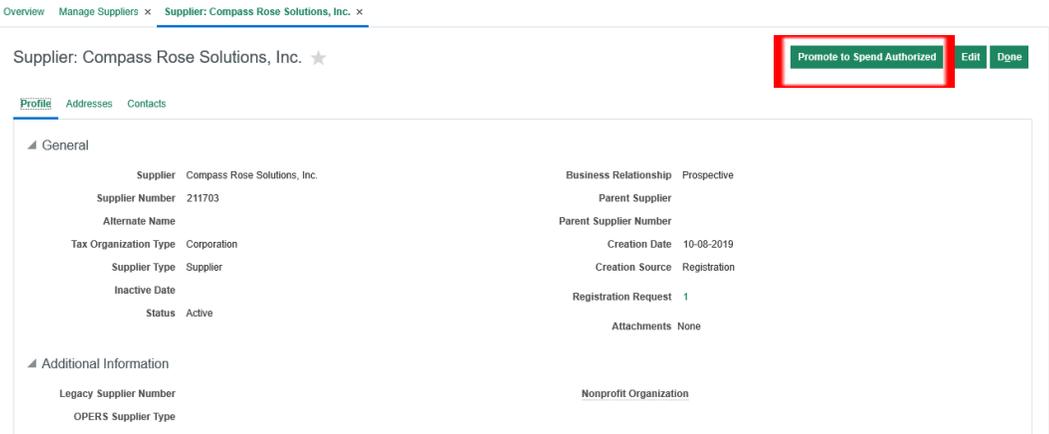
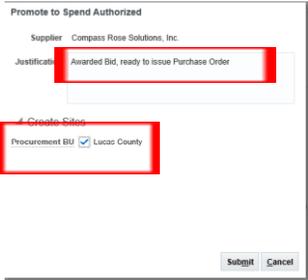
Search Results

Actions View Format + Freeze Detach Wrap Register Supplier

Supplier	Supplier Number	Alternate Name	Business Relationship	Parent Supplier	Creation Date	Inactive Since	Tax Registration Number	Taxpayer ID	D-U-N-S Number
Compass Rose Solu...	211703		Prospective		10-08-2019			12345678910	

Columns Hidden 19

7 Click the **Promote To Spend Authorized** button.

	
<p>8</p>	<p>Enter a description in the <b>Justification</b> field. Under the Create Sites section click the <b>Procurement BU: Lucas County</b> checkbox.</p> 
<p>9</p>	<p>Click <b>Submit</b></p>
<p>10</p>	<p>Click <b>OK</b>.</p>
<p>11</p>	<p>Click <b>Done</b>.</p>
<p>12</p>	<p>Click <b>Done</b> to return to the Supplier Overview page.</p>

Supplier Managers will receive notification to approve promotion. Approvers who have the required privileges can edit the registration during approval. The default approvers for spend authorized suppliers are defined in the procurement agents table in the Manage Suppliers function for each specific Procurement BU. The approval routing looks for at least one active site within the Procurement BU and is then routed through a notification to users for that BU that can manage suppliers. The outcome of the review is either approved or rejected.