

## Supplier Registration Invitation

## **SHARE Supplier Job Aid**

To initiate a Supplier Registration portal invitation, you will navigate to Manage Registration Invitation via the following pathway:

- 1. Menu >> Suppliers >> Supplier Registration >> Manage Registration Invitation
- 2. Click Search on the Manage Invitations Panel

M	anage Invitations
F	ind an Existing Value
~	Search Criteria
E	inter any information you have and click Search. Leave fields blank for a list of all values.
	Precent Searches Choose from recent searches V Saved Searches Choose from saved searches
	Invitation ID begins with V
	Include History
	Search Clear Save Search

3. Select the NEW\_SUPPLIER\_INVITATION

	<	<	1-1 of 1 🗸	) > >	View All		
Invitation ID	Long	) Descr	iption	Expiration Date			
NEW_SUPPLIER_INVITATION	New Invita	Supplie ition	er	01/01/3010	>		

The information below will populate at the top of the next page.



UNIVERSITY SYSTEM OF GEORGIA

Shared Services Center

Supplier Registration Invitation SHARE Supplier Job Aid 10/07/2023

## Manage Invitations

Invitation ID	Invitation ID NEW_SUPPLIER_INVITATION					
*Description	6E)					
	231 characters remaining					
Request Type	Register New Suppliers					
Supplier Request	NEW_SUPPLIER	Q				
Access Code	NEW					
Expiration Date	01/01/3010					
Email Template	FIN_SUPPLIER	Q				
	Search Customer/Supplier/Bidder					

4. Click on the + symbol to the right and insert a new row for the company or individual you are sending a registration invitation to.

Manage Invitations												
田 Q K < 14 of 4 v > >												
Send	Company Type	Company ID	Company Name↑	Contact Name		Contact Email						
	Company		Julie's Jewels	Julie Thompson	۵	juliethompson284@gmail.com	+	-				
	Company		Teresa's Trophies	Teresa		teresa.page@usg.edu	+	-				
	Company		Tolly's Treats	Selwyn	۵	selwyn.may@usg.edu	+	-				
	Company						+	Ξ				

5. Enter the Company Name, Contact Name, and Contact Email. \*\*If entering an individual, you will need to enter the individual's information as the Company Name, Contact Name, and Contact Email.

Company	Tolly's Treats	Selwyn		selwyn.may@usg.edu	+	_	
Company	Pizza Place 2	Joe		sherry.smith@usg.edu	+	-	

6. Toggle the box to the far left, Select Save and Send:

Manage Invitations										
Image: Q     K     <							>			
Send	Company Type	Company ID	Company Name↑	Contact Name		Contact Email				
	Company		Julie's Jewels	Julie Thompson		juliethompson284@gmail.com	+	-		
	Company		Teresa's Trophies	Teresa		teresa.page@usg.edu	+	-		
	Company		Tolly's Treats	Selwyn		selwyn.may@usg.edu	+	-		
<ul><li>✓</li></ul>	Company		Pizza Place 2	Joe		sherry.smith@usg.edu	+	-		
Select/Deselect All										
Save	Save	and Send	Cancel							



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\*\*The supplier will receive the Registration Invitation at the email address entered in the Contact Email field. The sender (from email address) will be *donotreply@usg.edu* with a Subject of *Supplier Registration*.

**IMPORTANT NOTE:** After you *Save and Send* the invitation, you will need to *remove the toggle in the Send box* and click *Save*, or you will send duplicate invitations to the supplier as you add other invitations.

If you have multiple invitations to enter, you can *add them all first and then toggle the Send box* to the left of each row for the invitations you just entered and click **Save and Send**. This will send all the new ones you entered at once. You will then need to uncheck the Send boxes next to all of those and *Save* so that you don't send additional invitations to those suppliers again accidentally.