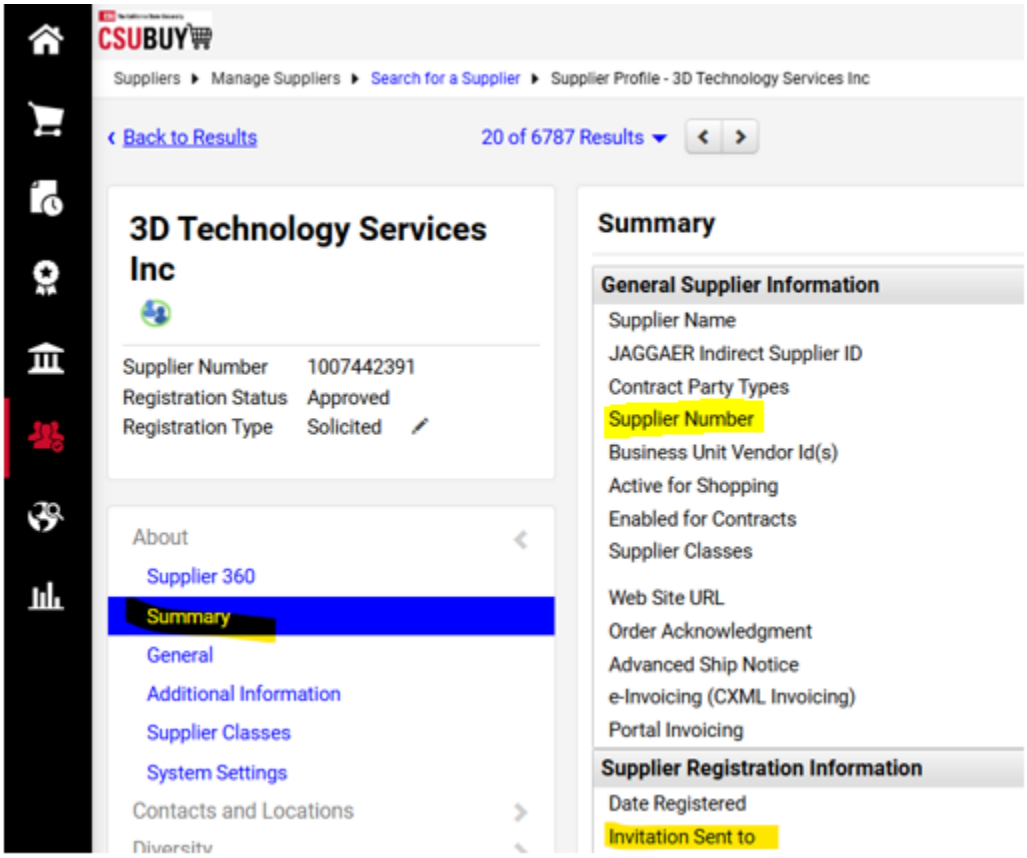
Initiating a Supplier Re-invite Form in CSUBUY P2P

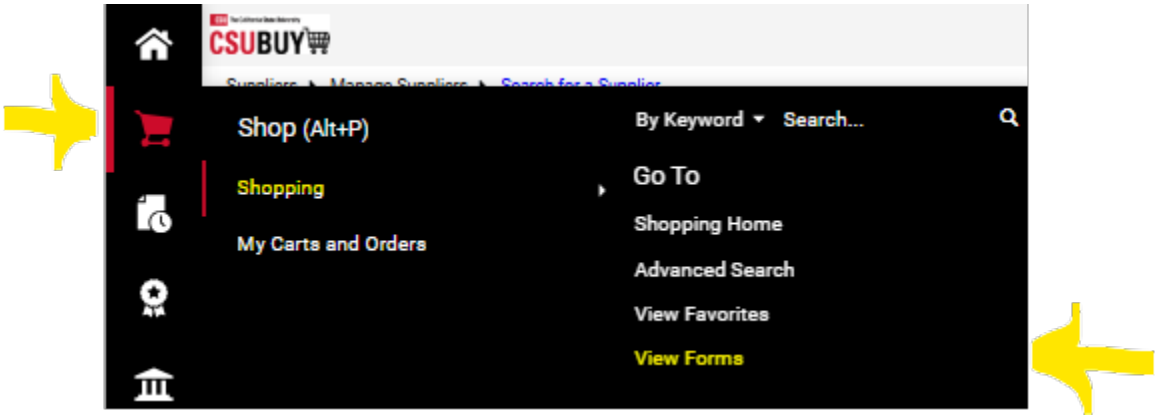
Follow these instructions if the supplier was invited to register in the past and needs to be re-invited with the same contact info.

NOTE: Please only use the "Re-invite Form" if you are sending a new invitation to the same supplier email address as the one previously sent before. Please use a "New Supplier Request Form" if the email address has changed from the one previously sent. You can find the email address for the one previously sent by clicking on "Summary" on the supplier's profile like the below image.

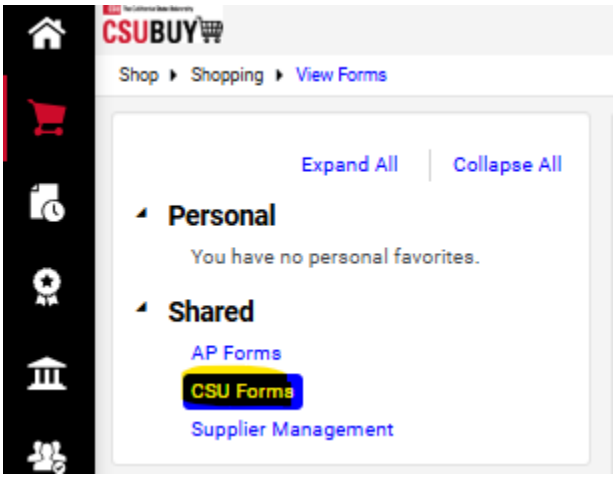
You can also find the supplier number in this section (needed for Re-Invite Form)



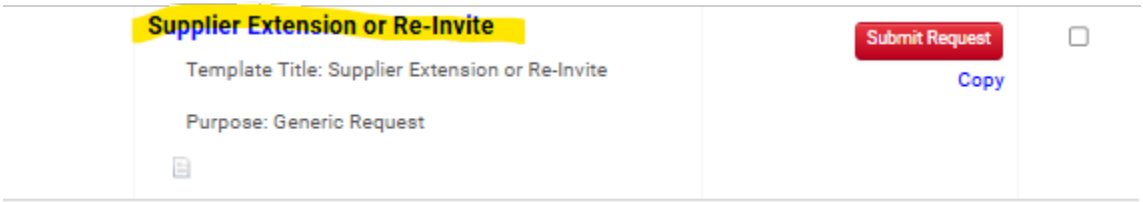
To Re-invite a supplier, go to the **Shopping flyout, Shopping, View Forms**



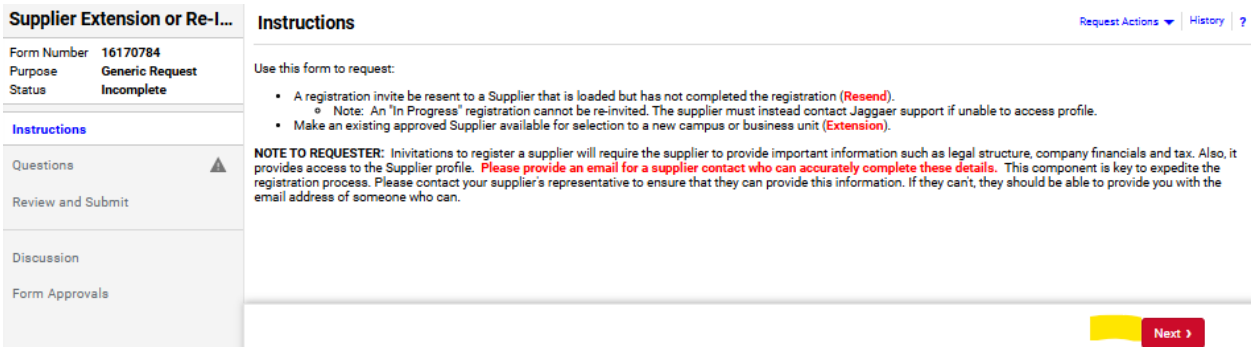
Click on CSU Forms



Click on the Supplier Extension or Re-Invite Form



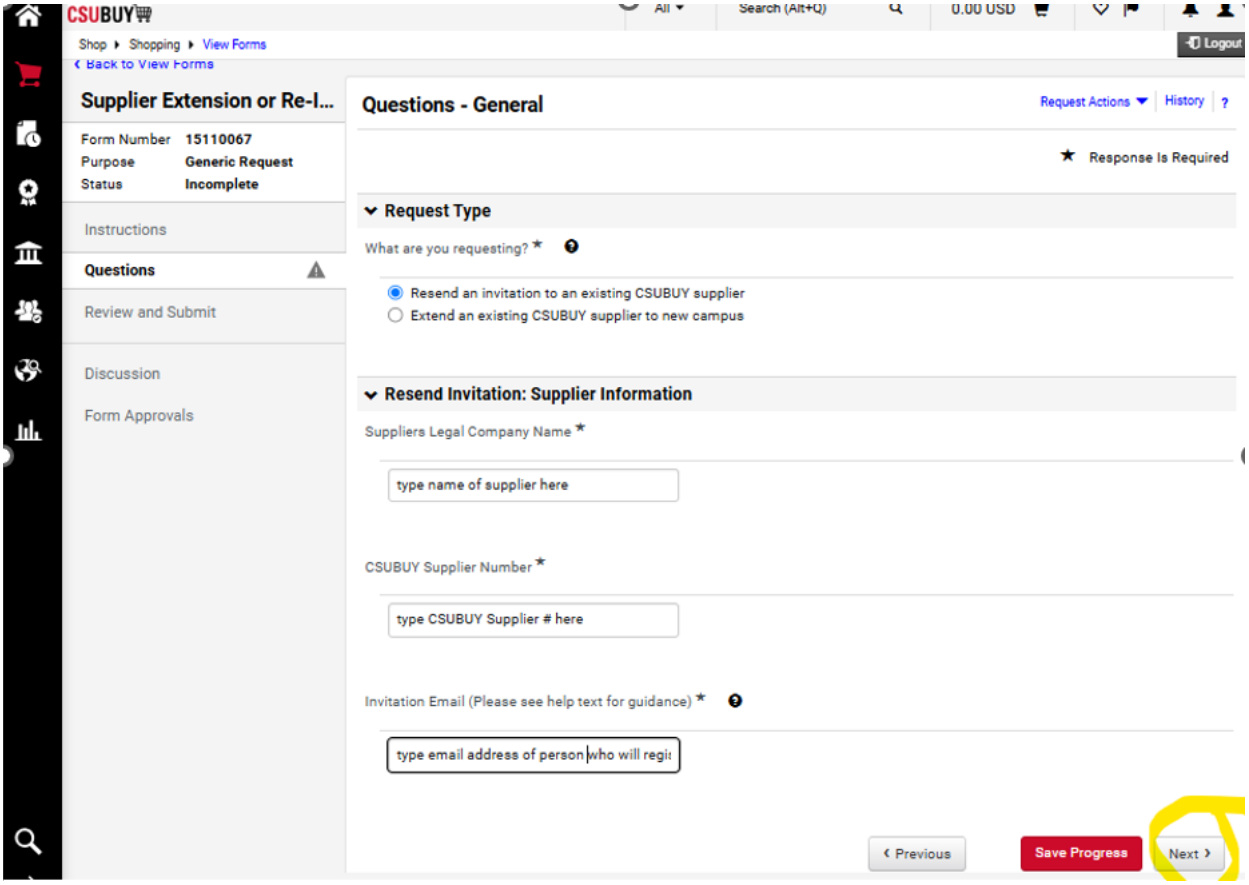
Click Next



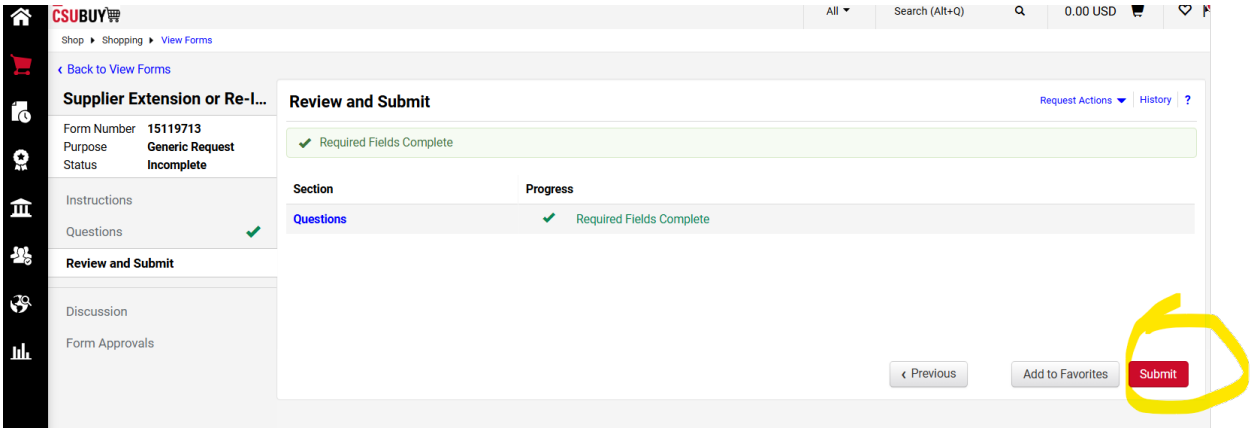
Type name of supplier in the “Suppliers Legal Company Name” box like the below image

Type CSUBUY Supplier number in the “CSUBUY Supplier Number” box. If there is no CSUBUY supplier number listed on the supplier profile, please add the Jaggaer supplier number in this box.

Type the email address of the person who will register in the “Invitation Email” box and then click the “next” button



Click Submit



Once you click submit, the form it will be approved, unless there is an error that needs correcting, and the new registration invitation will be emailed by the CSU Supplier Management Team to the supplier email you provided on the form.

Please let your suppliers know that this will be coming to them, and they will need to open the invite and complete registration, or we won't be able to use them as a supplier.

Once they complete the registration, the registration status on their supplier profile will say "approved" and "active for shopping" the registration will be complete.

The supplier invitation email comes from noreply@jaggaer.com.

It has the words CSUBUY in it, so it looks like this:

From: CSUBUY <noreply@jaggaer.com>

If a supplier doesn't receive the email, they should look in their spam/junk folder.