OBERLIN

COLLEGE & CONSERVATORY

SUPPLIER MANAGEMENT INVITATION – QUICK REFERENCE

Step 1: Log into ObieBuy via single sign-on / Oberview	Forms
Step 2: Select "Add Supplier" from Forms on main screen	Add Supplier Add Supplier Add Supplier
Step 3: Click on 'Select Supplier' (highlighted). Search for supplier to verify account doesn't already exit. If they don't show on populated list (scrolling may be necessary), see next step. If they	

do populate, then they already exist in our system. Please provide accounts payable (<u>apayable@oberlin.edu</u>) with verified (by phone) vendor contact information (contact name and email of person responsible for registering / updating vendor information) for us to send an invitation on your behalf.

Step 4: If supplier doesn't exist, click on 'Add Supplier' (circled)

ObieBuy			
Form • Add Supplier			
One or more errors were detected. See below for details.			
General Information	٢	Supplier Information	
This is an example Form layout. Enter instructions for the Form hereHTML tags are supported . Add fields to any section or creat more sections and groups.	•	Add Supplier	First Check that Supplier does not exist in Jaggaer. Supplier Search Add Supplier
		Existing Supplier	
		Enter Supplier *	Select Supplier Q.

Step 5: Complete the Add Supplier invitation.

Choose Registration Type – Options Defined:

- Supplier with Federal Tax ID Number (EIN): all other business types
- International/Foreign Entity: supplier from country that is NOT the United States
- **Profile 3**: place holder, please do not use.
- Supplier with a Federal Social Security Number: supplier that is an individual/sole proprietor/single member U.C. Will need to verify with supplier before sending invitation.

Check Send and Invitation "YES" – see Highlighted Complete all fields with an asterisk. When completed, click on 'Invite Supplier to Register'.

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upplier Name *	Supplier with Federal Tax ID Number (EIN) International/Foreign Entity Peofile 2
upplier Number	Supplier with Federal Social Security Number
ax ID Number	
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rst Name	
ast Name	
mail Address *	
onfirm Email Address *	
omment	
	800 characters remaining Please make sure Invitation Comment place holder is set up in email

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