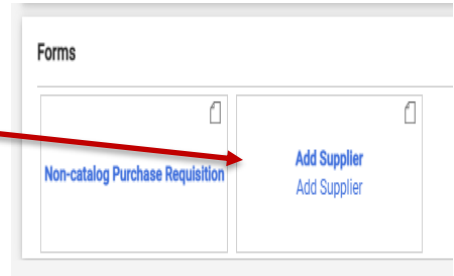


## SUPPLIER MANAGEMENT INVITATION – QUICK REFERENCE

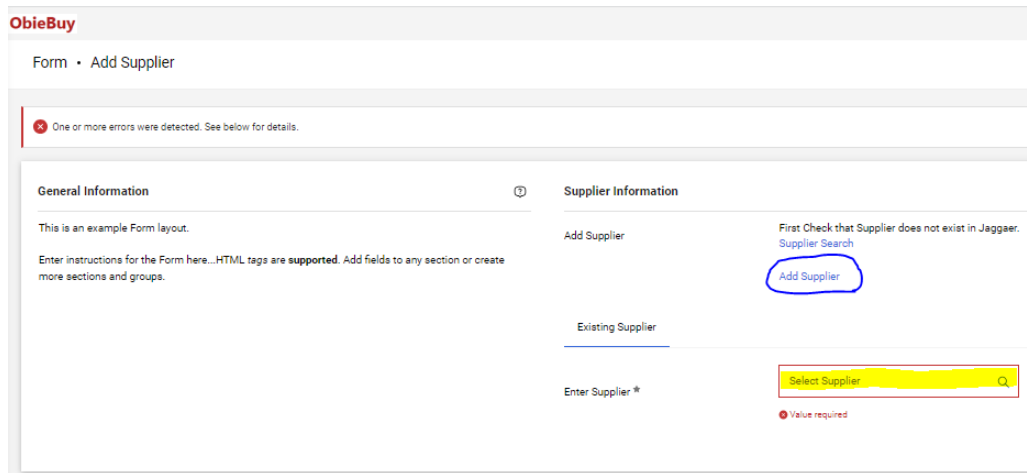
**Step 1:** Log into ObieBuy via single sign-on / Overview

**Step 2:** Select “Add Supplier” from Forms on main screen



**Step 3:** Click on ‘Select Supplier’ (highlighted). Search for supplier to verify account doesn’t already exist. 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 ([apayable@oberlin.edu](mailto:apayable@oberlin.edu)) 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)



**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 LLC. 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’.