

## Supplier Management Vendor Invitation Quick Reference Guide



This guide is designed to assist with navigating ObieBuy to search for existing suppliers and the process of inviting new suppliers to conduct business with the college.

- Step 1: Log into ObieBuy via single sign-on (Oberview).
- **Step 2:** Select "Add Supplier" in the **Forms**.



## Step 3: Click on 'Select Supplier'.



Search for supplier. If the supplier is not visible in the populated list (scrolling down the list may be necessary), proceed to the next step. If the supplier is visible, the supplier already exists and can be invited to update their information.

Step 4: If supplier does not exist, click on "Add Supplier".

Form • Add Supplier		
General Information	Supplier Information	
This is an example Form layout. Enter instructions for the Form here. HTML tags are <b>supported</b> . Add fields to any section or create more sections and groups.	Add Supplier	First Check that Supplier does not exist in Jagga Supplier Search Add Supplier
	Existing Supplier	

**Step 5:** Complete the Add Supplier invitation.

Confirm that an invitation is to be sent to a supplier by selecting "Yes."

Choose the appropriate profile based on supplier type:

- Supplier with Federal Tax ID Number (EIN)- all other business types
- International/Foreign Entity- suppliers outside the United States.
- Profile 3- <u>Do not use</u>, this is a place holder.
- Supplier with a Federal Social Security Numbersupplier that is an individual/sole proprietor/single member LLC.

Complete all fields with an asterisk.

Once all fields are completed, click "Invite Supplier to Register."