



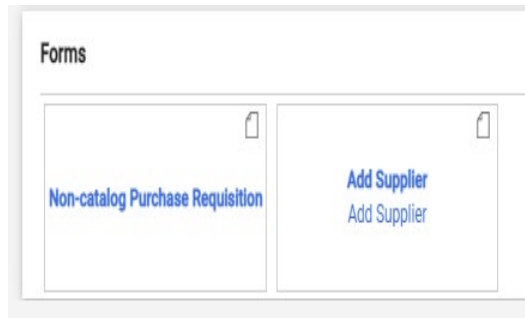
Supplier Management Vendor Invitation Quick Reference Guide



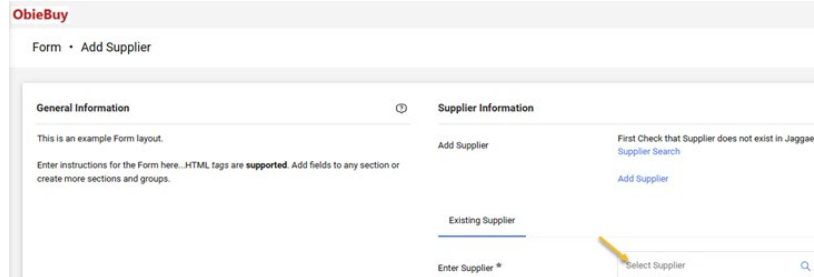
This guide is designed to assist with navigating ObieBuy to search for existing suppliers and the process of inviting new suppliers to conduct business with the college.

Step 1: Log into **ObieBuy** via single sign-on (Overview).

Step 2: Select “Add Supplier” in the **Forms**.

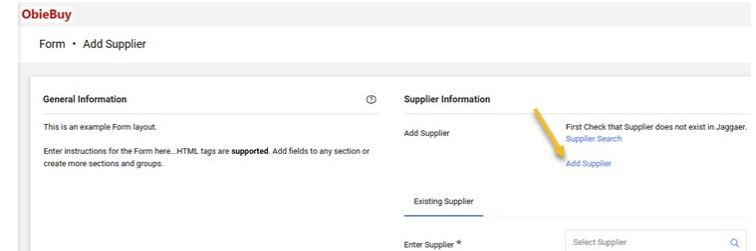


Step 3: Click on ‘Select Supplier’.



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”.



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- Do not use, this is a place holder.
- Supplier with a Federal Social Security Number- supplier 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.”