

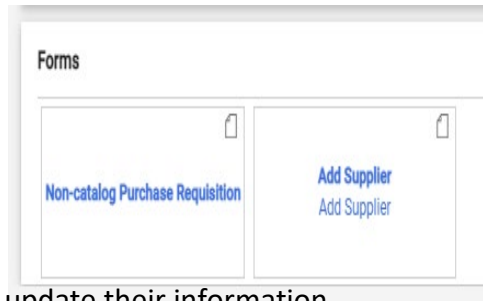
SUPPLIER MANAGEMENT INVITATION – QUICK REFERENCE

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

Step 2: Add supplier from Forms on main screen

Step 3: Click on 'Select Supplier' (highlighted)
& Search supplier to verify an account doesn't already exist.
If they don't show on populated list, see next step.
If they do populate, then they already exist. They may be invited to update their information.

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

This is an example Form layout.

Enter instructions for the Form here...HTML tags are **supported**. Add fields to any section or create more sections and groups.

Supplier Information

Add Supplier

Existing Supplier

Enter Supplier *

First Check that Supplier does not exist in Jaggaer.
Supplier Search

Add Supplier

Select Supplier

Value required

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'.

Add Supplier

Registration Type *
Supplier Name *
Supplier Number
Tax ID Number
DUNS

Do you want to send the supplier an invitation to register? ☒ Yes ☐ No

First Name
Last Name
Email Address *
Confirm Email Address *
Comment

800 characters remaining
Please make sure Invitation Comment place holder is set up in email setting

* Required

Invite Supplier to Register Close