

How to Create a New Supplier

There are multiple areas within the Sourcing module to add a new supplier to a negotiation:

- At negotiation level
- Supplier registration process
- Within Admin Center

NOTE: Only users with the relevant system access roles are permitted to create new supplier accounts.

You can add Suppliers manually or automatically into a new negotiation from a copied event, part of a sequence, or created from a negotiation in the same project folder as the one being created. A single or multiple Supplier Users can be selected to participate in the event.

To Create a New Supplier via Negotiation:

1. Click the **Create a New Supplier** button.
2. Enter the **Supplier Name**, **Contact Name**, and **Email Address** fields.
3. The supplier will be shown within the selected supplier list; the supplier will have a **Not Approved** status.

To Create a New Supplier from the Dashboard:

1. Click the **New Supplier** button.
2. Enter the **Supplier Name**, **Contact Name**, and **Email Address** fields.
3. The supplier automatically appears in your unapproved suppliers list in the Admin Center.

Supplier Notification

The supplier receives a system-generated notification informing them they were added as a new supplier within your company. The supplier must follow the link to log in to the system and complete the registration form. Upon successful log in and registration, a newly registered supplier can view and access all negotiations they get invited to participate in.