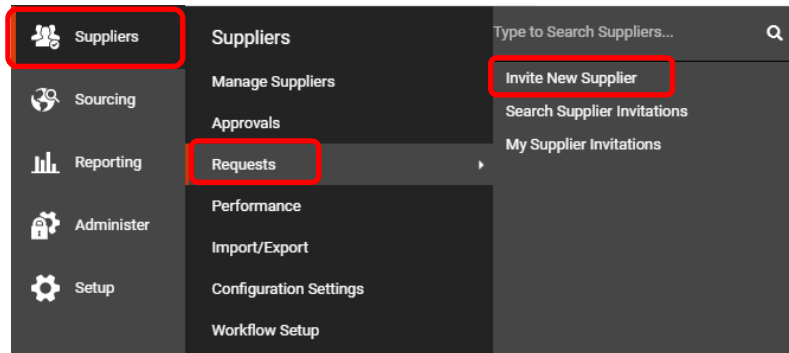


Submitting a Supplier Invite Request

In order to do business with a supplier, they must first register in BennyBuy. The Supplier Invite Request should be used to generate a request to setup new suppliers in BennyBuy.

Submitting a Supplier Invite Request

1. From the BennyBuy homepage, locate the **Suppliers** tab on the left hand side menu, select **Requests** and then click **Invite New Supplier**.



2. A popup box will appear. Type the supplier's name in and click submit.

A screenshot of a 'Request New Supplier' popup form. The form has a title bar with a close button. Below the title, there are two tabs: 'Supplier request form' and 'New Supplier Invitation Request'. The 'New Supplier Invitation Request' tab is active. A text input field labeled 'Supplier name *' contains the text 'Lone Pine USA LLC'. Below the input field, there is a legend indicating that '*' denotes a required field. At the bottom right of the form, there are two buttons: a red 'Submit' button and a grey 'Close' button.

3. You will be taken to the Supplier Invite Request form. To begin filling out the form, click on the **Questions** tab or select the **Next** button.

A screenshot of the Supplier Invite Request form for 'Lone Pine USA LLC'. The form has a header with the supplier name and a sub-header 'Instructions'. Below the header, there is a table with columns for 'Template' and 'Request Status'. The 'Template' is 'New Supplier Invitation Request' and the 'Request Status' is 'Incomplete'. Below the table, there is a section for 'Instructions' with a 'Questions' tab highlighted. The 'Questions' tab has a checkmark next to it. Below the 'Questions' tab, there are two buttons: a red 'Next >' button and a grey 'Close' button.

Submitting a Supplier Invite Request

4. The Questions tab is where you'll fill out the information regarding your supplier request. Please note that any field with an ***** icon next to it is a required field.

Questions - Company Overview [Print Request](#) [History](#) [?](#)

? Potential matching suppliers have been found in your network based on information given. [Click here to view the list of potential matching suppliers.](#)

▼ Vendor Information

Supplier Name ***** **1**

Lone Pine USA LLC

Email Address ***** **2**

joe@lonepineusa.com

Type of Vendor ***** **3**

Individual Person Business/Entity

Notes to assist with the invitation process. **4**

2000 characters remaining

Additional Documentation, such as vendor Invoices, Quotes, or Emails that might be useful in inviting this vendor. **5**

[Vendor Registration Info](#)

Tax ID Number **6**

123456789

***** Required

1. **Supplier Name:** This field will automatically populate based on the name entered when the request was generated. It can be changed if needed.
2. **Email Address:** Enter an email contact for the supplier. This is where the registration email will be sent.
3. **Type of Vendor:** Click the radio button to select the vendor type.
4. **Notes:** Enter any notes you think may assist with the registration process.
5. **Additional Documentation:** Use this field to upload any backup documentation that may assist with the request. To attach a file, click the Upload button, enter a Title for your attachment, then click the Choose File button to add the attachment from your file explorer.
6. **Tax ID Number:** Enter the Tax ID number for the vendor, if known.

Submitting a Supplier Invite Request

- Once all the required information has been entered, click the Next button. This will take you to the Review and Complete page. Click the checkbox under the **Certification** section and then click **Complete Request**.

Review and Complete Print Request | History | ?

ⓘ Potential matching suppliers have been found in your network based on information given. [Click here to view the list of potential matching suppliers.](#)

✓ Required fields complete

Section	Progress
Instructions	✓ No Required fields
Questions	✓ Required fields complete

Certification

certify that the statements and information in this request are true and correct to the best of my knowledge and belief.

★ Required < Previous Complete Request

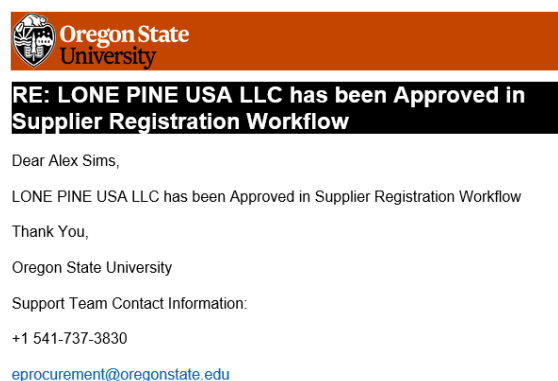
- A popup box will appear asking you to confirm your request. Click **Yes** to complete.

Confirm ×

Are you sure are ready to complete your new supplier request?

Yes No

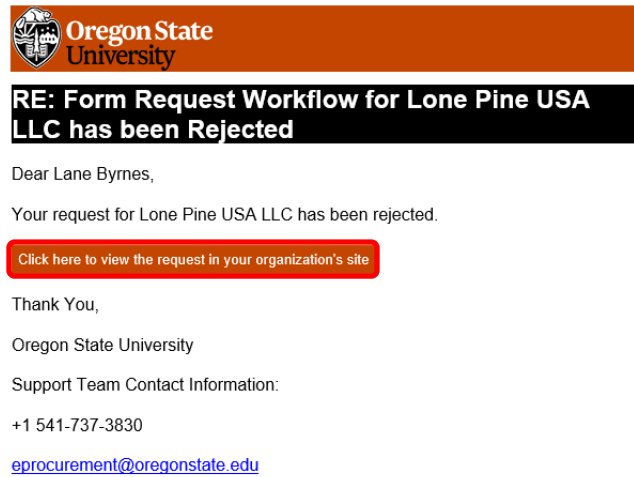
- Once the request is completed, it goes to the eProcurement office for review. If approved, the eProcurement office will send an invite to the vendor to register. Once the vendor is registered and approved, you'll receive an email notification from the system.



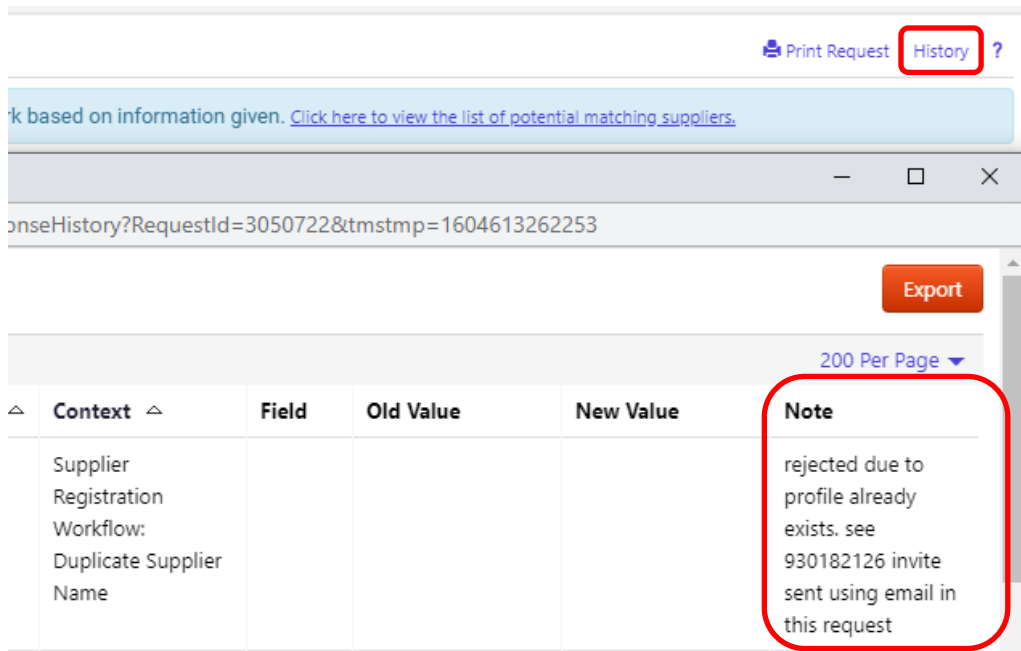
- Please note there is a 1 hour lag between when you receive the email and when the vendor becomes active in the system. If the vendor is not active after 1 hour, please contact the HelpDesk.

Submitting a Supplier Invite Request

9. If your request is rejected, you will be notified via email. To see the reason it was rejected, click on the link in the email.



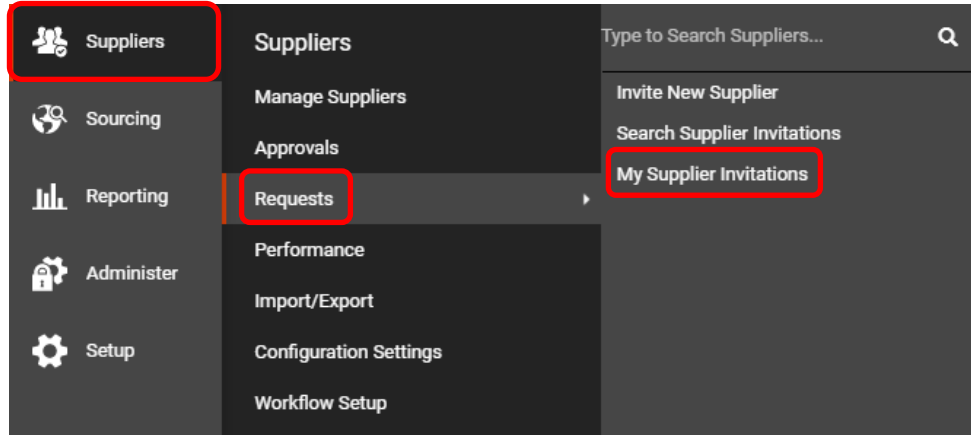
10. This will take you into the invite in BennyBuy. From there, select the **History** tab near the top right. A popup box will appear and in the **Notes** column, there will be a reason for the rejection.



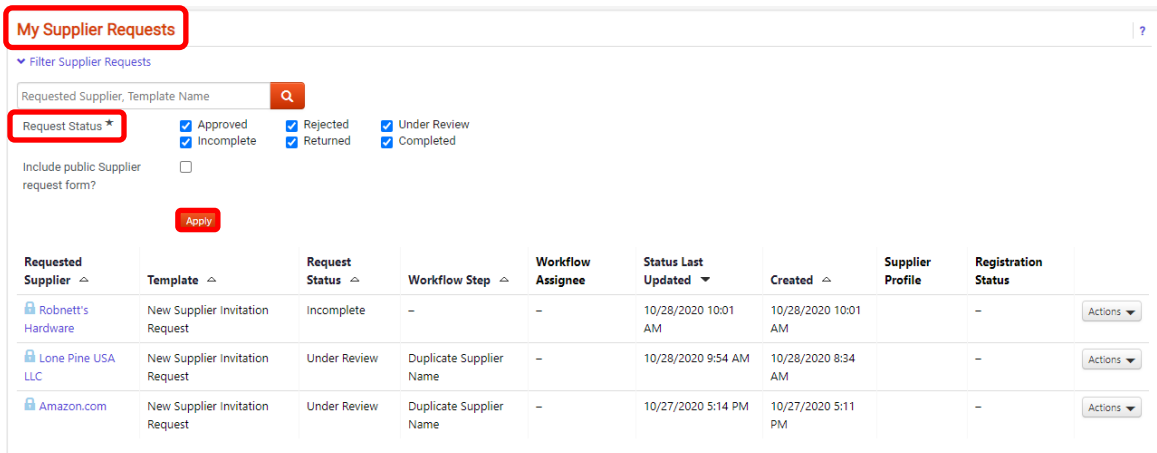
Submitting a Supplier Invite Request

How to Search for Requests

1. To check on the status of your requests, begin by clicking on the **Suppliers** tab on the left hand side menu. Select **Requests**, then **My Supplier Invitations**.



2. This will take you to the **My Supplier Requests** screen. When you come to this screen the first time, we recommend checking all the boxes in the **Request Status** field and clicking **Apply**. You will only need to do this once.



3. If a request is listed as incomplete, you can click on the request name or click on the **Actions** button and then click **Edit** to finish the request.

