

Adding New Supplier Contacts

Once you've added your Supplier to the **External Party** section, the next step is to add the **Supplier Contact**. If your Supplier Contact does not exist in the system, complete the steps below to add them into the system directly from your contract.

Adding a New Supplier from the Contract Creation Screen

1. Go to **External Party**; add your approved Supplier to the Supplier field.
2. In the **Supplier Contact** field, search for the Supplier's contact. (To see all contacts for this Supplier, press the space bar to display all associated supplier contacts.)
3. If the name needed is not displayed, click the **Plus (+)** icon to add a new contact.
4. In the **Add Contact** screen, enter all pertinent information.
5. Check **Send Invitation** box in bottom left corner.
6. Click **Done**.

The screenshot illustrates the process of adding a new supplier contact. It shows a dropdown menu for 'EXTERNAL PARTY' with 'Fisher Scientific Company LLC' selected. Below it, a search field for 'Supplier Contact' is shown with a plus icon highlighted. The 'Add Contact' form is displayed with fields for 'First Name', 'Last Name', 'Email ID', and 'Primary Business Phone Number'. The 'Send Invitation' checkbox is checked, and the 'Done' button is highlighted.

Tip: Can't locate the Supplier Contact but it exists in the Supplier Profile? If the Supplier Contact exists in the Supplier Profile, but you cannot locate that contact's name in the External Party section, confirm that you are using the correct Supplier profile. There may be similarly named Suppliers in the system. Be sure the Supplier Profile you use is **Approved** or **Normalized**.