

## Determining Supplier Status

This QRG contains two parts. This page defines the different types of Supplier status in CalUSource and identifies what each contracts in each status can be used for. The second page of this QRG provides instructions on how to identify the status of a Supplier.

### Different Types of Supplier Status

There are six different types of Supplier statuses in the system. Generally, almost all Suppliers in the system (except for Rejected) can be used for Sourcing. However, the system is more stringent on the types of Suppliers that can be used for contracts. This table outlines the different Supplier statuses, with definitions and their availability for Contracts and Sourcing.

| Status            | Definition  | Available for Contracts | Available for Sourcing |
|-------------------|---|-------------------------|------------------------|
| <b>Approved</b>   | Supplier has been approved for use in contracts.  | Yes                     | Yes                    |
| <b>Normalized</b> | Supplier has been approved for use in contracts, and has an associated JAGGAER supplier record in uBuy.           | Yes                     | Yes                    |
| <b>Identified</b> | Supplier has been identified but not invited to complete a profile.   | No                      | Yes                    |
| <b>Invited</b>    | Supplier has been identified and invited to complete a profile. They have not completed the registration process. | No                      | Yes                    |
| <b>Registered</b> | Supplier has completed the registration process.  | No                      | Yes                    |
| <b>Rejected</b>   | Supplier has been rejected and is not available for use. Please check the comments in the profile for guidance.   | No                      | No                     |

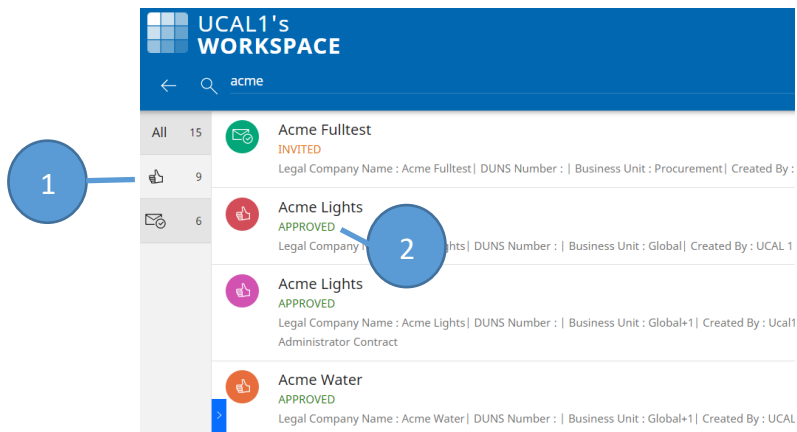
## Identifying Supplier status

There are two ways to identify the status of a Supplier.

### Option 1: Via Supplier Search Results

Within the Supplier search results, you can filter the list of Suppliers by using the icons on the left side. The different icons denote the different statuses.

1. This will easily allow you to filter for Suppliers by status (approved, registered, invited, etc.).
2. In search results, you can also quickly spot the status of the Supplier listed under the Supplier's name.



### Option 2: Via the Supplier Profile

Within the Supplier profile, Supplier status is listed in the **Basic Details** section (highlighted in yellow in the image below).

