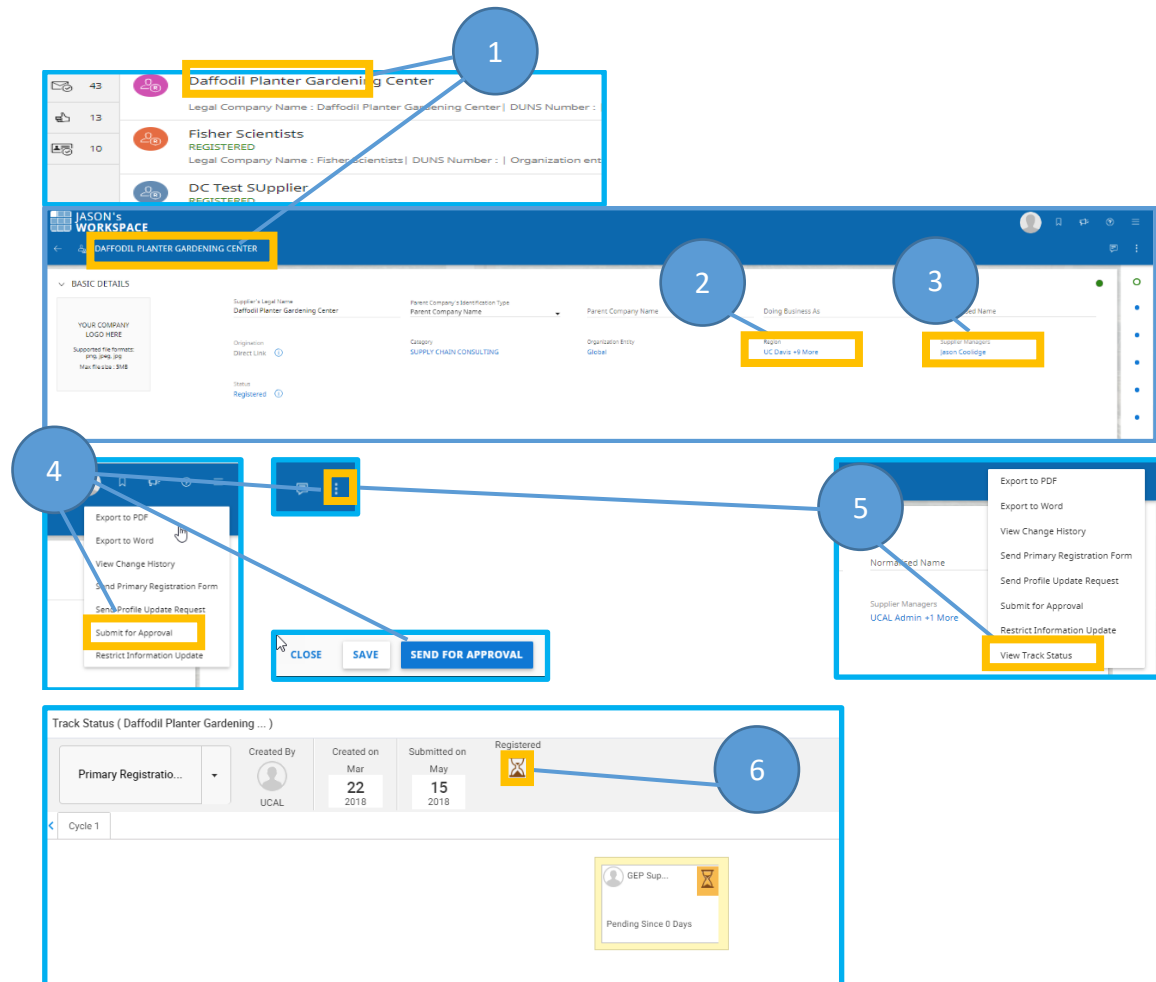


Submitting a Supplier for Approval

In order to author a contract in CalUsource, the supplier must be in approved or normalized status. Suppliers with other statuses must be submitted for approval. Approval involves two required steps: 1) GEP approval and 2) eCOE approval. Most suppliers are approved within 24 hours. If your supplier is not approved, then follow these steps to submit them for approval.

1. Click on a supplier's name to display the supplier's profile.
2. Select your region in the **Region** field.
3. Add yourself as the **Supplier Manager**.
4. Click the **Submit for Approval Button** or click **Submit for Approval** on the **Action** menu. Both of these actions submit the supplier for approval.
5. Click **View Track Status** in the **Action** menu to check the status of the approval.
6. The approval status is displayed in the Track Status window.

(See the tips on the next page for working with suppliers in different statuses)



Tips

- If your supplier is approved/normalized, then begin authoring by clicking on the home button (upper left corner with your name's work space) and then create contract.
- If you do not find your supplier, create a new supplier profile. As a contract author, you can trigger that an invitation be sent to the supplier and have the supplier complete the registration process by creating its own profile and then submit for approval OR (time saver) the author can create a new supplier profile by entering supplier's location information on its behalf and then submit for approval.
- The supplier must be in '**Registered**' status to be submitted for approval.
- If the supplier status is '**Invited**', you must complete all required fields prior to submitting for approval.
- '**Rejected**' profiles can be re-submitted for approval. (Check the notes to see why supplier was rejected).
- Adding yourself as '**Supplier Manager**' provides you with notifications on changes to supplier status, including supplier approval.