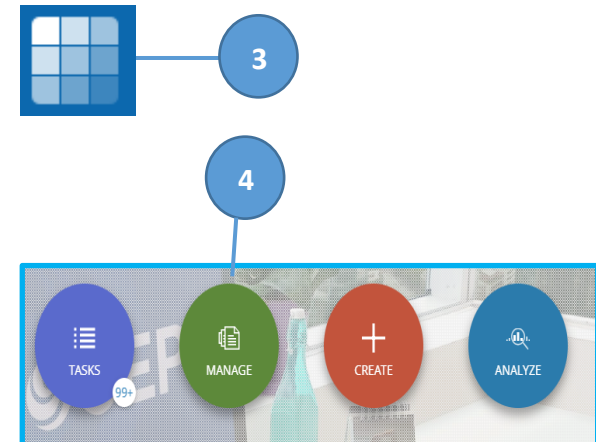
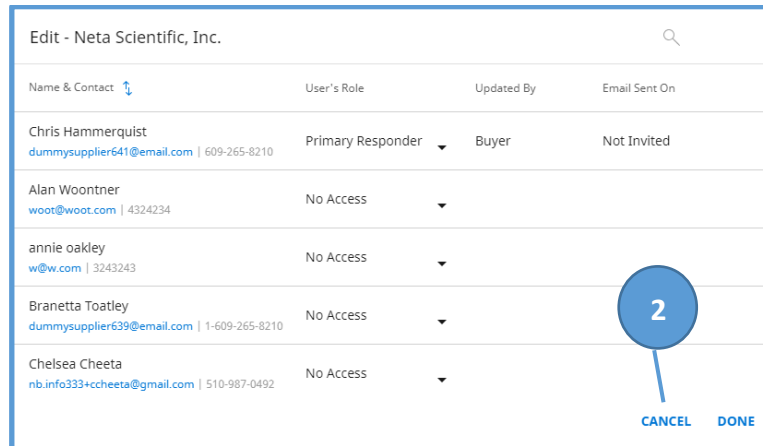
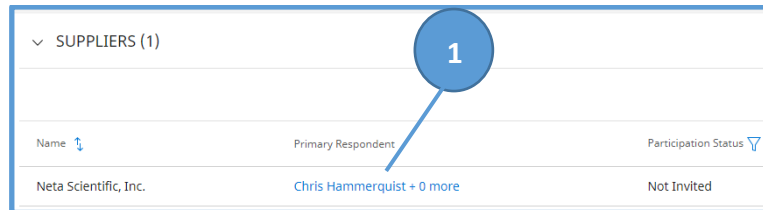


## Adding a New Supplier Contact

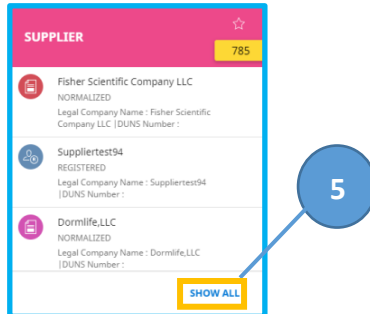
When adding a supplier to an RFx event, you may need to add the name of your supplier contact for the event to the supplier's profile if they are not currently listed.

### Part 1: Identify if the Supplier Contact is Already Setup in the Supplier's Profile

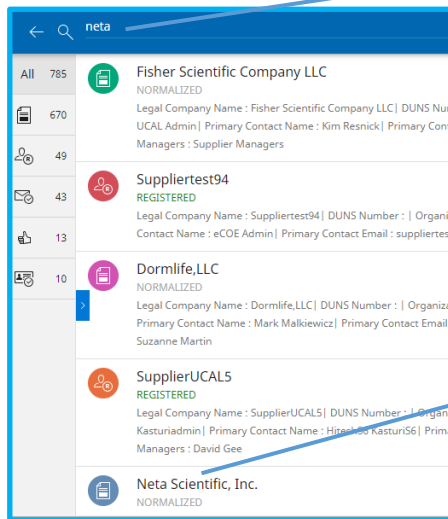
1. In the event's **Supplier** section, click the name that displays in the **Primary Respondent** field.
2. If the name of your supplier contact for this event is not displayed in the list of respondents, click **Cancel**.
3. Click the **Home** icon to display the **Main Menu**.
4. Click **Manage**.



5. Click **Show All** at the bottom of the Supplier list to display the Supplier Repository

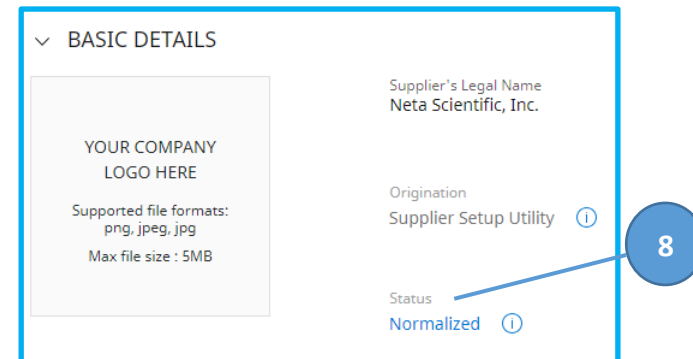


6. Click the **Search** icon in the upper right, type in the name of the supplier in the search field on the left and press Enter.



7. Click on the supplier name in the displayed search list to open their profile.

8. Identify the supplier's status in the **Basic Details** section before you add the contact.



9. Your next step depends on the supplier status:

- If the supplier's status is **Registered, Invited or Identified**: You can add contacts directly in their supplier profile. See **Page 3** for instructions.
- If the supplier's status is **Normalized or Approved**: You need to make a change request before adding contacts. See **Page 4** for instructions.

## Part 2a: Adding a Supplier Contact to an Invited, Registered or Identified Supplier

1. Open the **Contact Information** section of the Supplier Profile. You may need to scroll down to see this section.
2. Select the **plus** icon on the right side of the section.

Full Name	Designation	Primary Phone No.	Region	Code
<input type="checkbox"/> Alan Wootner		4324234	Global	CC-2018.003784
<input type="checkbox"/> annie oakley		3243243	-	CC-2018.003787
<input type="checkbox"/> Branetta Toatley		1-609-265-8210	Global	CC-2018.002355

3. Complete the **Add New Contact** form.
4. Check the **Send Invitation** checkbox.
5. Click **Save**.
  - A message will display stating that the contact has been successfully added.

**ADD NEW CONTACT**

First Name You must enter a value for the attribute      Last Name You must enter a value for the attribute      E-mail Address You must enter a value for the attribute

Designation (Optional)      Default Role

Primary Business Phone You must enter a value for the attribute      Extn      Sec. Business Phone (Optional)      Extn      Mobile Number

Fax No.

Send Invitation      CANCEL      **SAVE**

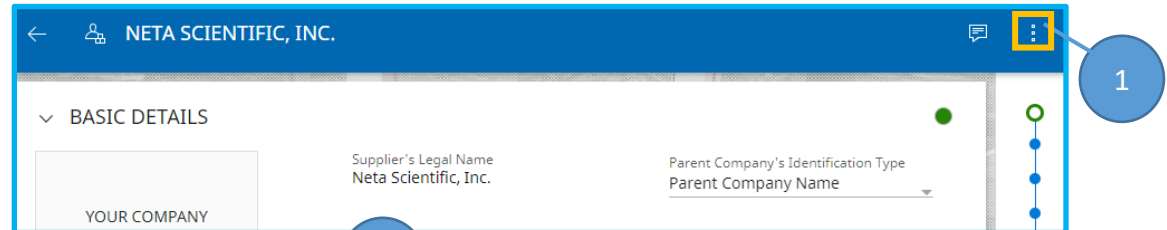
**Note:** Once saved, an email invitation is immediately sent to the supplier contact at the email address provided. This will allow them to create a login account under this supplier's profile. Once their account is created, they will also have access to all the sourcing events and contracts for their company.

### Next Steps

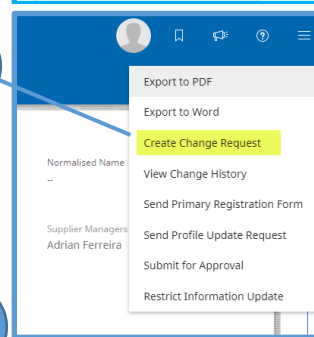
You will need to go back to your event and add the new contact as your Primary Respondent. See page 6 for instructions.

## Part 2b: Adding a Contact to an Approved or Normalized Supplier

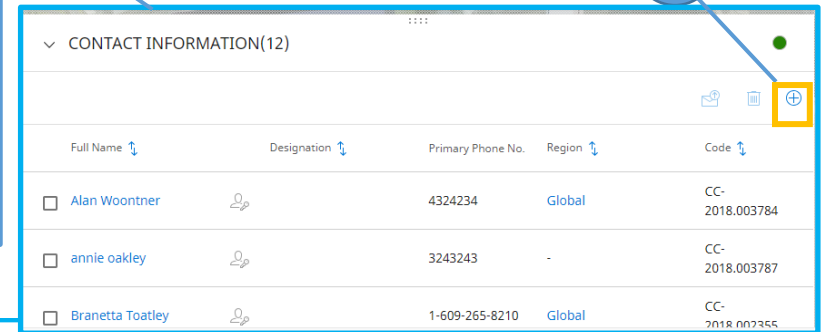
1. Open the **Actions** menu in the top right



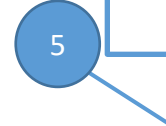
2. Select **Create Change Request**.



3. Open the **Contact Information** section of the Supplier Profile. You may need to scroll down to see this section.



4. Select the plus icon on the right side of the section



5. Complete the **Add New Contact** form.

6. Check the **Send Invitation** checkbox.

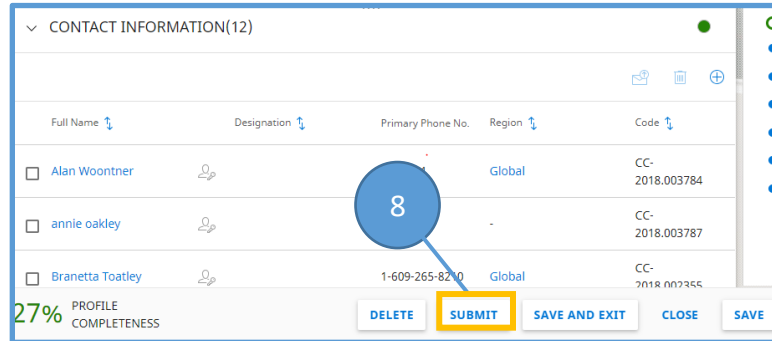
7. Click **Save**.

- A message will display stating that the contact has been successfully added.

**Note:** All changes to Approved and Normalized suppliers require a change request so that the update is properly versioned and its changes tracked. The approval for the change request is automatic and is not reviewed.

- Click **Submit** and close the Information popup.

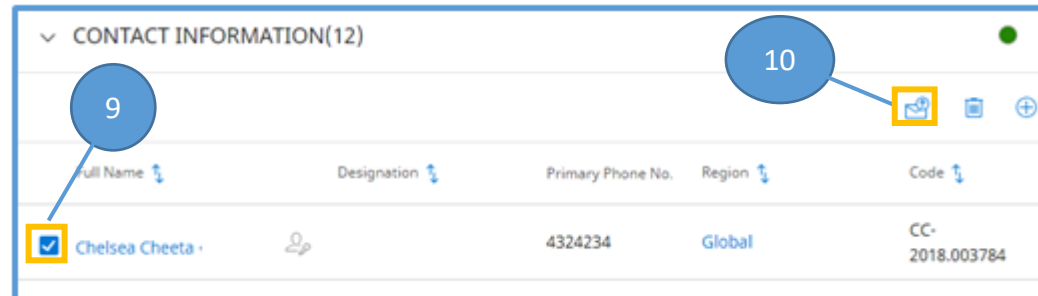
**Important:** The email invitation is not automatically sent. Perform the next two steps to send the invitation to the new contact.



- Open the **Contacts** section again and check the box to the left of the contact's name you just added.

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- Click the **Invite** icon to invite the contact.

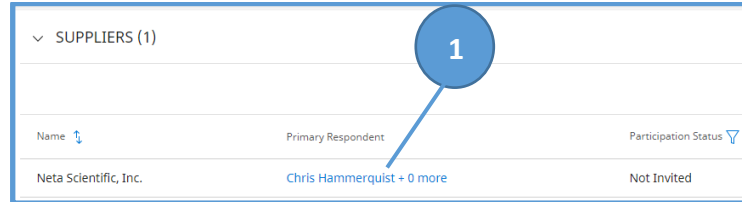


## Next Steps

- You will need to go back to your event and add the new contact as your Primary Respondent. See page 6 for instructions.

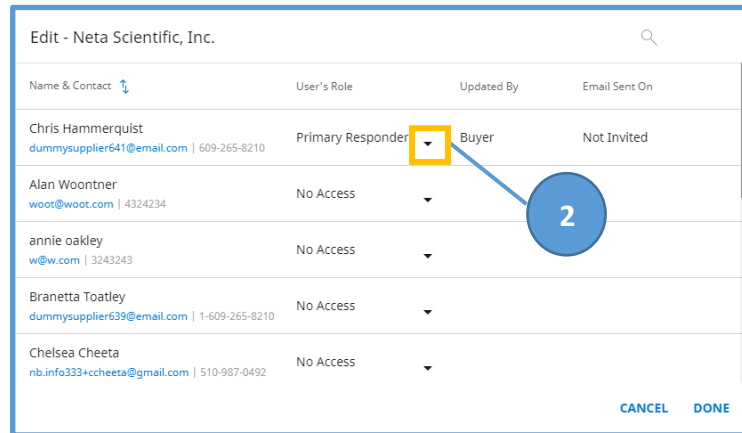
## Part 3: Assign Newly Added Contact to Event

1. In the event's **Supplier** section click the name that displays in the **Primary Respondent** field.

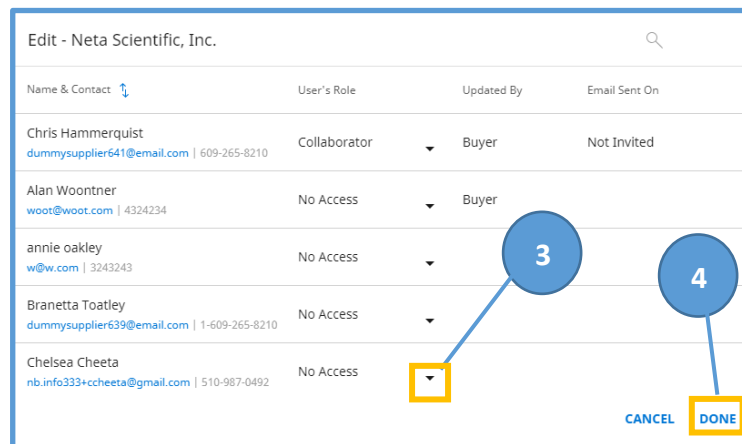


2. Click the drop-down arrow of the Primary Responder and select a different role for them

- Collaborator
- Viewer
- No Access



3. Click on the drop-down arrow of the new contact to assign the Primary Responder role.



4. Select **DONE**.

5. The new Primary Responder is now assigned to the event.

