

Adding Existing Suppliers

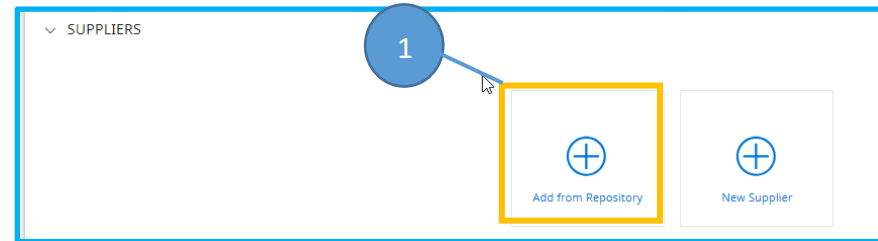
Suppliers can be added to an RFx event at any time up until the event is closed.

Ways to add suppliers to an event

1. No suppliers have been added to the event

What you see: The RFx **Supplier** section displays two options: **Add from Repository** and **New Supplier**.

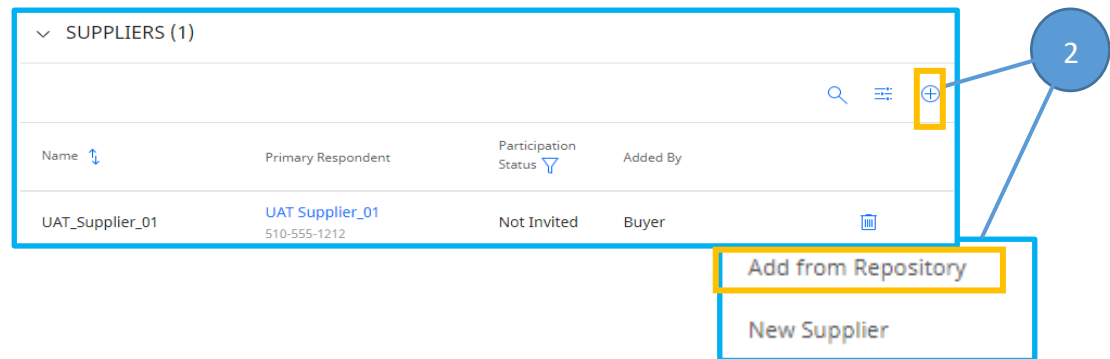
What you do: To add an existing supplier, click the **Add from Repository** icon.



2. Suppliers have previously been added the event

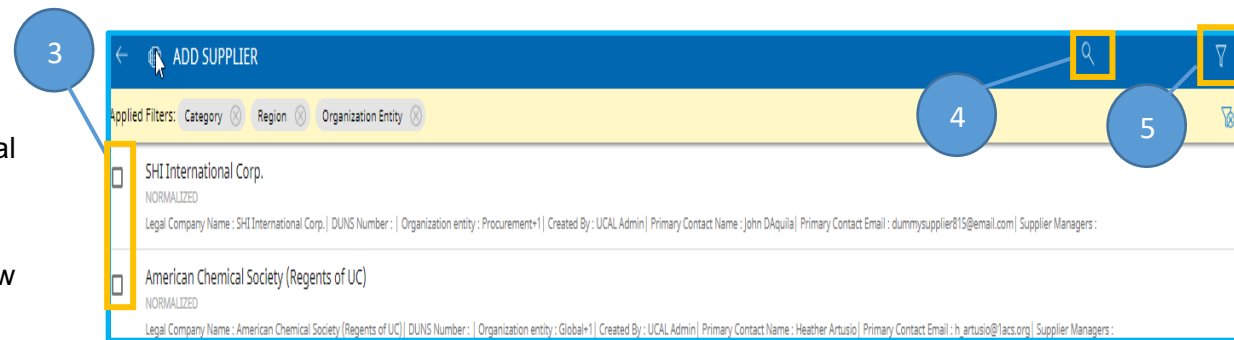
What you see: The suppliers added will be listed in the Supplier section. An **Add icon** appears in the upper right of the Supplier section.

What you do: Click the **Add icon** and then select **Add from Repository** from the dropdown menu.



Supplier Repository: Searching for Suppliers

- The Supplier Repository screen displays all suppliers in the system.
 - Select the Search icon to search for a specific supplier. Type in either a full or partial name and press Enter. A list of matching suppliers is displayed.
 - Alternately, select the Filter icon to narrow down the list of suppliers to choose from.
- (Continued on the next page)**

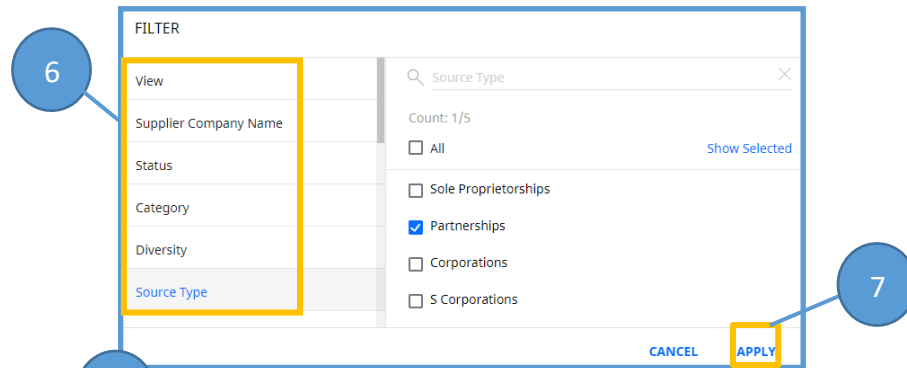


6. Filtering options include:

- View
- Supplier Company Name
- Status
- Category
- Diversity
- Source Type

7. Select **APPLY** to apply the filter selections. A list of suppliers that match the filter criteria is displayed.

Note: Available filters are dependent on how the supplier has configured the settings in their profile.

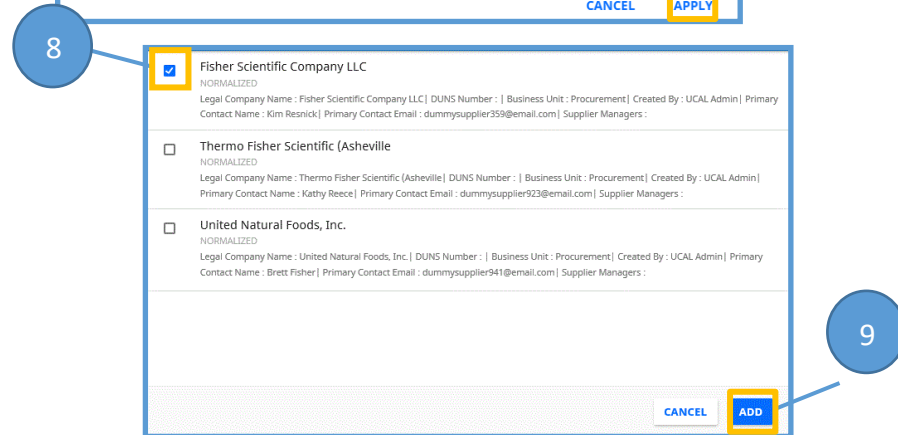


Adding a Supplier from the Repository

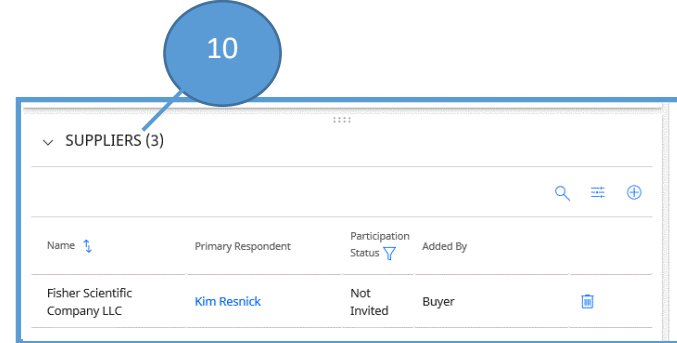
8. To add a supplier to the event, hover the cursor over the supplier icon. It changes to a check box. Click the checkbox to select the supplier.

Note: Multiple suppliers can be selected.



9. After one or more suppliers have been selected, the **Add** option appears. Select **Add** to add all checked suppliers to the event.



10. To change the primary respondent to the one who works with your campus, scroll down to the **Suppliers** section.
11. Click on the **Primary Respondent** for the supplier you want to change in your document.
12. Click **Done** to complete the change of the supplier's primary respondent for your document.



Tips

- Email invitations to join an event are automatically sent to the added suppliers when an event is first published.
- If a supplier is added to an event after it was published, they are not automatically invited. To invite a supplier added after the event has started, select the **Invite icon**  located to the right of the supplier's information in the **Suppliers** section.
- Once invited, an invitation can be resent if needed. Select the **Reinvite icon** , also located to the right of the supplier information in the **Suppliers** section.