

Revoking a Supplier's Invitation

You can recall a supplier's invitation any time after an event has been published and before they submit a response. You can also re-invite a supplier whose invitation has been previously revoked.

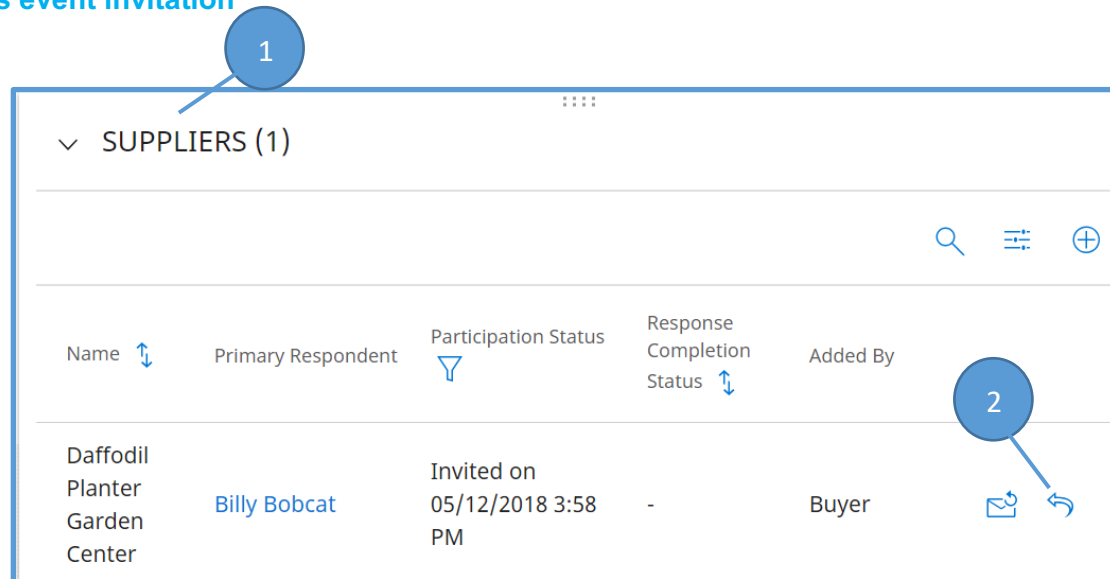
Instructions for revoking a supplier's event invitation

1. Scroll down to the **SUPPLIERS** section of the RFX event you want to revoke.
2. Click the **Revoke** icon to the far right of the supplier you wish to revoke.

Note: The system does not ask for further confirmation before revoking the invitation.

The supplier's **Participation Status** is immediately changed to "**Revoked**" with a current time/date stamp.

An email notification is automatically sent to the supplier informing him/her that their participation in the event has been revoked by the event's author.



Instructions for re-inviting a revoked supplier

- To re-invite a supplier after you have revoked their invitation, click the **Reinvite** icon.

Name	Primary Respondent	Participation Status	Response Completion Status	Added By
Daffodil Planter Garden Center	Billy Bobcat	Revoked On 05/12/2018 4:22 PM	-	Buyer

- After you click the **Reinvite** icon, the supplier Participation Status changes to **Invited**.

Participation Status
Invited on 05/12/2018 4:26 PM

Tips

- We recommend contacting the supplier before revoking their invitation status.
- The supplier you revoke will automatically receive an email notification explaining that their participation in the event has been revoked. Therefore, be prepared to clarify why you have revoked their invitation.
- A supplier that has already submitted their responses to an event cannot have their event invitation revoked. They will need to withdraw their responses before you can revoke their invitation.