

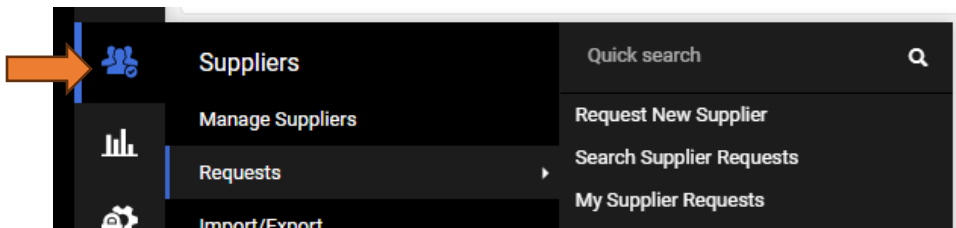
Status of Supplier Requests

There are two ways to look up the status of your supplier requests. We have included both ways in the instructions so that each person can decide which way is best for them.

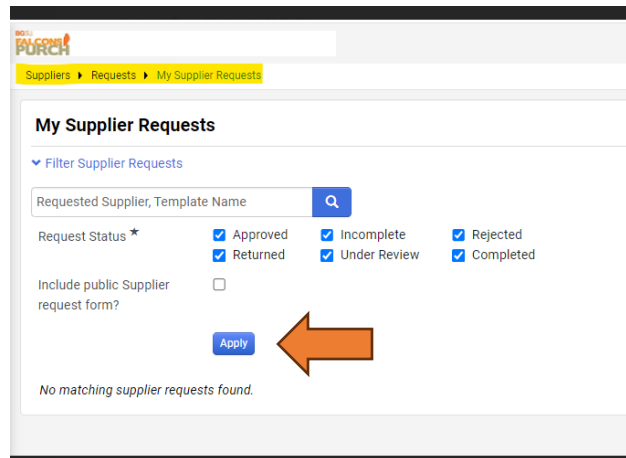
***(Note: these instructions are only for the supplier requests and not the status of the supplier registration. We will have separate instructions for that portion.)**

FIRST OPTION:

Navigate to **Suppliers**→**Requests**→**My Supplier Requests**



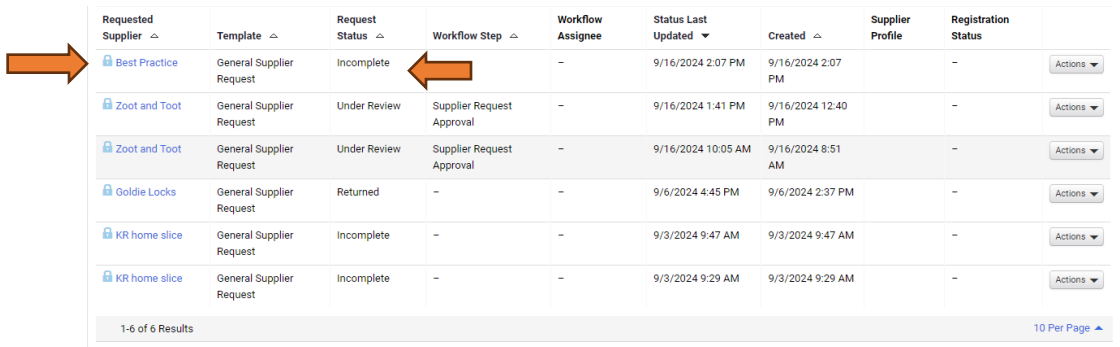
Make sure that you have all the appropriate filters checked just as below then **click Apply**.



In this view, you can see the request status of each supplier that you have requested.

- **Under Review**-request is awaiting purchasing approval to release to supplier
- **Approved**- request was approved and the registration has been sent to the supplier for completion
- **Returned**- request has been sent back to the requestor
- **Incomplete**-supplier request has not been completed or submitted by the requestor.
- **Rejected**-please contact Purchasing to get further explanation

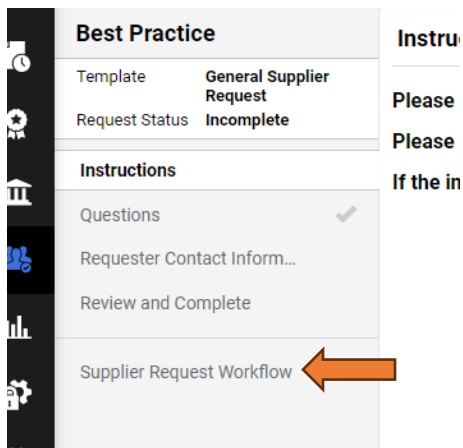
To check the **Request Workflow**, click on the supplier's name.



Requested Supplier	Template	Request Status	Workflow Step	Workflow Assignee	Status Last Updated	Created	Supplier Profile	Registration Status	
Best Practice	General Supplier Request	Incomplete		-	9/16/2024 2:07 PM	9/16/2024 2:07 PM		-	Actions
Zoot and Toot	General Supplier Request	Under Review	Supplier Request Approval	-	9/16/2024 1:41 PM	9/16/2024 12:40 PM		-	Actions
Zoot and Toot	General Supplier Request	Under Review	Supplier Request Approval	-	9/16/2024 10:05 AM	9/16/2024 8:51 AM		-	Actions
Goldie Locks	General Supplier Request	Returned	-	-	9/6/2024 4:45 PM	9/6/2024 2:37 PM		-	Actions
KR home slice	General Supplier Request	Incomplete	-	-	9/3/2024 9:47 AM	9/3/2024 9:47 AM		-	Actions
KR home slice	General Supplier Request	Incomplete	-	-	9/3/2024 9:29 AM	9/3/2024 9:29 AM		-	Actions

1-6 of 6 Results 10 Per Page

Click on **Supplier Request Workflow**



Best Practice

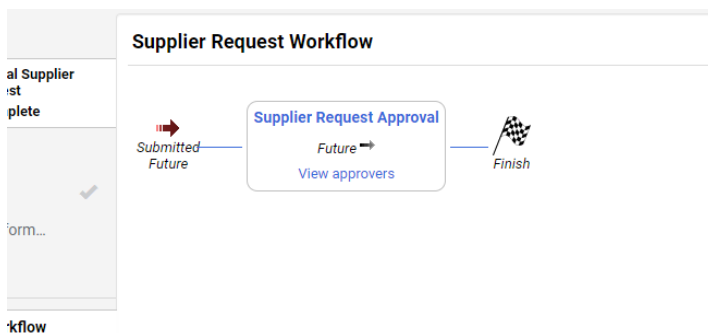
Template: General Supplier Request
Request Status: Incomplete

Instructions

- Questions ✓
- Requester Contact Inform...
- Review and Complete
- Supplier Request Workflow**

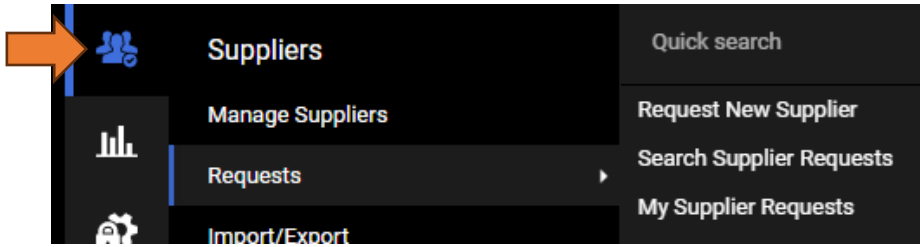
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The below screen shows where the request is at in the approval process.



SECOND OPTION:

Navigate to **Suppliers**→**Requests**→**Search Supplier Requests**



Search a single supplier request by entering a name in the search bar or you can select **Add Filter** to narrow down your search results.

The screenshot shows the 'Search Supplier Requests' interface. At the top, there's a search bar with 'Created Date: Last 90 days' and a 'Quick search' field. Below the search bar, there's a table with columns: Form Name, Request Number, Form Status, Created Date/Time, and Template Name. A filter dropdown menu is open, showing various filter options like 'Approved By', 'Approved Date', 'Completed Date', etc. An orange arrow points to the 'Add Filter' button.

Form Name	Request Number	Form Status	Created Date/Time	Template Name
Titlo's	999650	Incomplete	9/18/2024 9:20:06 AM	General Supplier Request
Best Practice	997550	Incomplete	9/16/2024 2:07:49 PM	General Supplier Request
Zoot and Toot	997494	Under Review	9/16/2024 12:40:46 PM	General Supplier Request
Zoot and Toot	997302	Under Review	9/16/2024 8:51:16 AM	General Supplier Request
Goldie Locks	992672	Returned	9/6/2024 2:37:09 PM	General Supplier Request
Joaquin Mahomes	992722	Approved	9/6/2024 2:34:18 PM	General Supplier Request
Christian Ronaldo	992685	Approved	9/6/2024 2:31:17 PM	General Supplier Request

Click on the name of the supplier.

The screenshot shows the search results for 'christian Ronaldo'. The search bar contains 'christian Ronaldo'. The table below shows one result: 'Christian Ronaldo' with request number 992685, status 'Approved', and created date '9/6/2024 2:31:17 PM'. An orange arrow points to the 'Christian Ronaldo' link in the table.

Form Name	Request Number	Form Status	Created Date/Time	Template Name	Current Workflow Step	Pending Approver	Requestor
Christian Ronaldo	992685	Approved	9/6/2024 2:31:17 PM	General Supplier Request			Kasha Donnelly

Select **Supplier Request Workflow**.

The screenshot shows the 'Supplier Request Workflow' page for 'Christian Ronaldo'. The page has a header with the supplier name and a 'View Supplier Profile' link. Below the header are sections for 'Template' (General Supplier Request), 'Request Status' (Approved), 'Instructions', 'Questions' (with a green checkmark), 'Requester Contact Inform...', and 'Supplier Request Workflow' (with an orange arrow pointing to it).

The below screen will show where the request is at in the approval process.

