

Information Needed:

Details on the status of a supplier request. A new supplier goes through two supplier approvals processes: The first process approves the supplier request and creates the supplier in Ignite. The second process marks the new supplier as “Spend Authorized”, meaning the supplier can be utilized on a Requisition.

Source Report:

Supplier Registration Workflow Report

This report assists in determining:

1. When a supplier request has been submitted,
2. If a supplier request has been returned to the department for additional information,
3. If a supplier request has passed the 1st approval, and
4. If a supplier has received “Spend Authorization” and is available to use in Ignite (2nd approval).

Details & Filters:

The status of a new supplier request can be found using several filters.

- **Supplier Registration Status** - select from the below options:
 - **All** – Review all supplier registration requests submitted.
 - **Rejected** – Rejected by the Supplier Administrator.
 - **Approved** – Supplier registration request has been approved. This does not indicate that the supplier has been Spend Authorized.
 - **Pending** – Supplier registration is pending review by the Supplier Administrator.
 - **Withdrawn** – Supplier registration has been withdrawn by the department.
- **Supplier Name** - Enter the name of the supplier. The first name entered in the supplier request must be entered, as this filter reviews based on “Begins With” criteria.
- **Registration Requestor** - Enter the name of the employee who entered the request. Employee name can be entered as:
 - Last Name or
 - Last Name, First Name
- **Registration Submission From Date** - Search by the date that the department originally entered the supplier registration request.

The **Supplier Registration Workflow Report** provides information in two segments. The fields with a **green** background indicate details for the first approval process. The fields with a **gold** background indicate the second approval process.

Registration Supplier Name	Registration Status	Registration Submission Date	Registration Submission Name	Registration Request Information Date	Registration Submit Information Date	Registration Approval Date	Registration Reject Date
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- Registration Supplier Name – The name that the department entered for the supplier request.
- Registration Status – The status of the first supplier approval. *See above for status descriptions.*
- Registration Submission Date – The date the original supplier registration request was submitted.
- Registration Submission Name – The department user who entered the supplier registration request.
- Registration Request Information Date – A date populates if the Supplier Administrator requests additional information or documentation. Ideally, this field will appear blank, meaning all information was provided with the original submission.
- Registration Submit Information Date – If the supplier registration request was returned to the department, this field indicates when the department provided the information back to the Supplier Administrator.
- Registration Approval Date – The date the Supplier Administrator approves the request. Remember, this is the first supplier approval, which results in the supplier being created in the Ignite supplier database. This does not make the supplier available for use.
- Registration Reject Date – A data populates if the request is rejected.

Spend Auth Supplier Name	Spend Auth Submit Date	Spend Auth Approved Date	Spend Auth Reject Date	Last Update to Supplier Profile
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- Spend Auth Supplier Name – Indicates how the name will appear in the Ignite supplier database. Occasionally, the name is updated from the supplier registration request. For example, if a supplier lists their individual name on line 1 of the W-9 and the business name on line 2, and the supplier request is submitted with the individual’s name as the supplier name, then the request will be updated to the business name.
- Spend Auth Submit Date – This date indicates the 2nd approval process has been initiated.
- Spend Auth Approved Date – This date indicates the supplier has been fully approved and should be available for use in Ignite.
- Spend Auth Reject Date – A date populates if the supplier is rejected during the 2nd approval process.
- Last Update to Supplier Profile – Indicates when the supplier profile was last updated.