
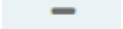
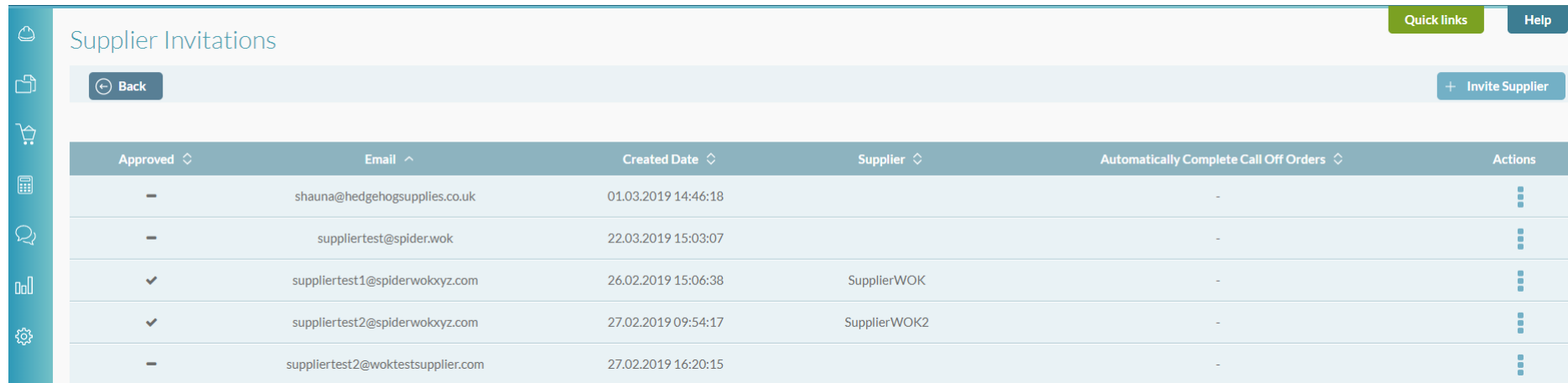


ISSUE REFERENCE:	SC DCI-0001	
Doc. No. SNTR-30	Issue No: 01	Issue Date: 01.06.19

### [Purchasing / PQQ/ Supplier Invitations](#)

- On the PQQ page, click the Supplier invitations tab to be taken to a page of all the invited and current suppliers.
- Suppliers with a  beside their name are approved suppliers, meaning they have accepted the invitation to be a supplier and be approved by your company's admin.
- Suppliers with a  beside them are still awaiting approval.



Approved	Email	Created Date	Supplier	Automatically Complete Call Off Orders	Actions
-	shauna@hedgehogsupplies.co.uk	01.03.2019 14:46:18		-	⋮
-	supliertest@spider.wok	22.03.2019 15:03:07		-	⋮
✓	supliertest1@spiderwokxyz.com	26.02.2019 15:06:38	SupplierWOK	-	⋮
✓	supliertest2@spiderwokxyz.com	27.02.2019 09:54:17	SupplierWOK2	-	⋮
-	supliertest2@woktestsupplier.com	27.02.2019 16:20:15		-	⋮

- To send a supplier request click the  tab on the left hand side.



Start Processing  
Useful Data

## Inviting a Supplier

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### Invite Supplier ×

Email

**⚠** You need to provide the supplier details in order to place orders/requisitions before the supplier accepts the invitation.

**Prefill Supplier Details**

No Automatically Complete Call Off Orders

**Send**

- **Email** = The email address of the supplier you would like to send the invite to.

**Prefill Supplier Details**

- When you have filled in all the details and are happy to send the invitation, click

**Send**

- Click and input the supplier's information.



Start Processing  
Useful Data

## Inviting a Supplier

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- Once the supplier has accepted the invitation and set up their account you will be notified via email so you can approve them.