

Supplier Integrity: Supplier Hub Training

Secondary Approver

This job aid provides instruction on the secondary approval process in the **Supplier Hub**.

Submit a Secondary Approval

Note: At this time, secondary approval applies only to **manufacturing vendors**.

To submit the secondary approval or rejection of a vendor:

1. From the **Supplier Home** screen, go to the **Simple Search** section. Enter the desired vendor information in the search field(s).

Note: The vendor information should be obtained from the **Pending Documents** report.

2. Click **Go (B)**. The vendor's **Company Profile** screen displays.
3. In the left navigation, click **Organization (C)**. The **Organization** screen displays.
4. At the top right of the screen, click **Approve (D)** or **Reject (E)**.

If approved, the **Vendor Onboarding Status** will update to "Vendor Profile Approved."

If rejected, the **Vendor Onboarding Status** will update to "Vendor Profile Rejected."

Suppliers

Home

Vendor Search

Simple Search

Personalize "Simple Search"

Advanced Search

At least one search criteria is required. Including part of supplier's name or number will improve the search performance. Fields are case insensitive.

Vendor Name D-U-N-S Number

Vendor Number Employee Number

Taxpayer ID

Tax Registration Number

Go Clear

Suppliers: Home >

Quick Update

Company Profile

Organization

Category Header

Legal Information

Diversity

Approval History

Contact Header

Address Book

Review and Submit

Update J G VAN HOLTEN'S & SONS - 3000192: Address Book

Personalize "Instructions"

Review, Submit

Search

Personalize "Search"

Address Name

Address Details

Site Name

Go Clear

Personalize "Address"

Create Facility Create Remit To

Details	Name	Address	Address DUNS Number	Own Facility	Country	Food Safety Compliance Status	Social Compliance Status	Communication	Purpose	Status	Update	Manage Sites	Remove	Relationship
	Avenger	PROP IBRAHIM KHALEEL KUVEMPU ROAD Davanagere, KAR 572004	675997722	Yes	India	Supplier Information Required	Supplier Information Required		Purchasing	Current				Relationship

Update Darryl Mfg Test - 3000393: Organization

Cancel Save Next Approve Reject

Overview

* Supplier Name Darryl Mfg Test Customer Number

Supplier Number 3000393 One Time