Viewing the statuses of supplier requests and re-submitting

After logging on using your Raven ID and password, the Welcome screen displays.

Your recent **New Supplier Requests** are displayed in a table on the left and **Amendment Requests** in a table on the right.

![New Supplier Requests Table](Image1)

To view a full list of your New Supplier Requests select the **Manage Own New Suppliers** from the menu in the top-left corner of the page.

![Manage Own New Suppliers](Image2)

For a full list of amendment requests select **Manage Own Amendments**.
Re-submitting a rejected or onhold request

In the below example, the request to add Cambridge Training Company plc to the database has been rejected. This is detailed in the Status column.

Rejected requests require you to either correct a mistake or provide further information.

Follow these steps to do this:

1. Click on the supplier name to view the request details.

   The note states that the VAT number is incorrect, therefore it must be changed and the request must be re-submitted.

2. Scroll down the page to find the field that you need to change. Additional documentation can also be attached if relevant.

3. Amend the information and click **Save**.

4. Click **Authorise** and enter a comment to reflect what you have changed. In this example, a suitable comment would be "VAT number now corrected".
5. Click **Authorise** to finish the process.