

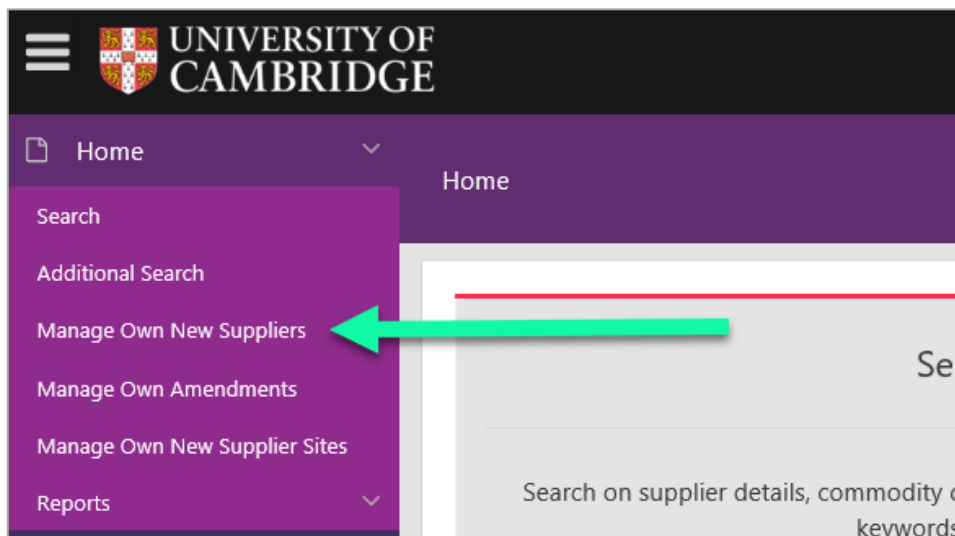
Viewing the statuses of supplier requests and re-submitting

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			Amendment Requests							
Name	Date	Status	Number	Name	Type	Request	Owner	Closed	Latest Event	Event By
SRA8.0E(MS2139)	21-Aug-2018 10:55:41	authorised 21-Aug-2018 10:55	211500	ALLIANZ ENGINEERING INSPECTION SERVICES LTD T/A ALLIANZ CORNHILL INSURANCE	Supplier	reactivate	Max Smith	N	new	Max Smith
SRA8.0D(MS2139)	21-Aug-2018 10:53:59	authorised 21-Aug-2018 10:53	340008	PORTSDOWN OFFICE LTD	Supplier	amend	Max Smith	N	authorised	Max Smith
SRA8.0C(MS2139)	21-Aug-2018 10:51:10	authorised 21-Aug-2018 10:51	223404	HELMHOLTZ ZENTRUM FUER INFEKTIONSFORSHUNG GMBH	Supplier	reactivate	Max Smith	N	new	Max Smith

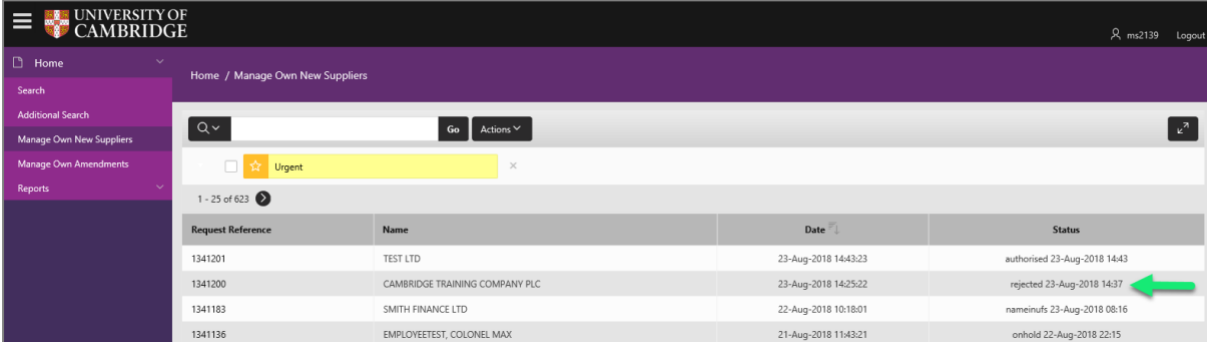
To view a full list of your New Supplier Requests select the **Manage Own New Suppliers** from the menu in the top-left corner of the page.



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.

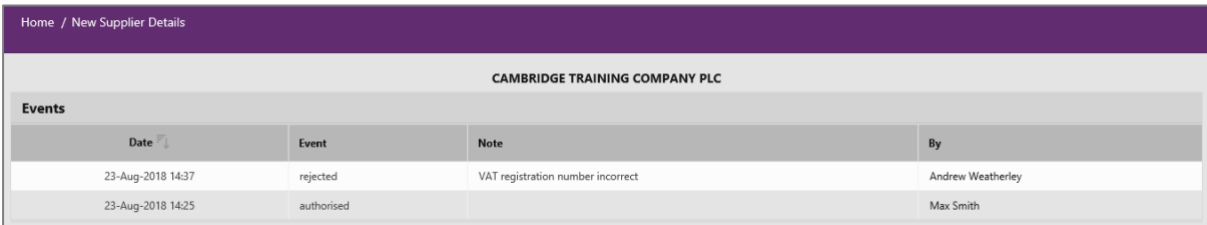


Request Reference	Name	Date	Status
1341201	TEST LTD	23-Aug-2018 14:43:23	authorised 23-Aug-2018 14:43
1341200	CAMBRIDGE TRAINING COMPANY PLC	23-Aug-2018 14:25:22	rejected 23-Aug-2018 14:37
1341183	SMITH FINANCE LTD	22-Aug-2018 10:18:01	nameinufs 23-Aug-2018 08:16
1341136	EMPLOYEEEST, COLONEL MAX	21-Aug-2018 11:43:21	onhold 22-Aug-2018 22:15

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.




Date	Event	Note	By
23-Aug-2018 14:37	rejected	VAT registration number incorrect	Andrew Weatherley
23-Aug-2018 14:25	authorised		Max Smith

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".



The screenshot shows a dialog box titled "New Supplier Event Details" with a close button (X) in the top right corner. Inside the dialog, there is a label "Reason" followed by a large, empty rectangular text input field. Below the input field is a dark button labeled "Authorise".

5. Click **Authorise** to finish the process.