

# Nominate Supplier

## Training Document

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DSM

Nominate Supplier

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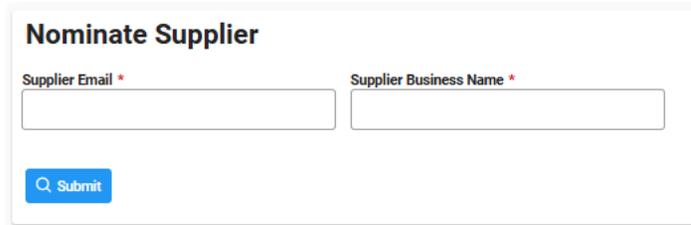
## Roles

Roles with the ability to nominate a Supplier:

- DSM Vendor
- WAWF Vendor
- DSM Issuing/Pay Office
- DSM Admin Office

## Nominate Supplier

To nominate a supplier, select the **Nominate Supplier** link in the DSM navigation bar. The Nominate Supplier page displays.



**Nominate Supplier**

Supplier Email \*

Supplier Business Name \*

### Nominate Supplier Fields:

- Supplier Email \*
- Supplier Business Name \*

### Buttons:

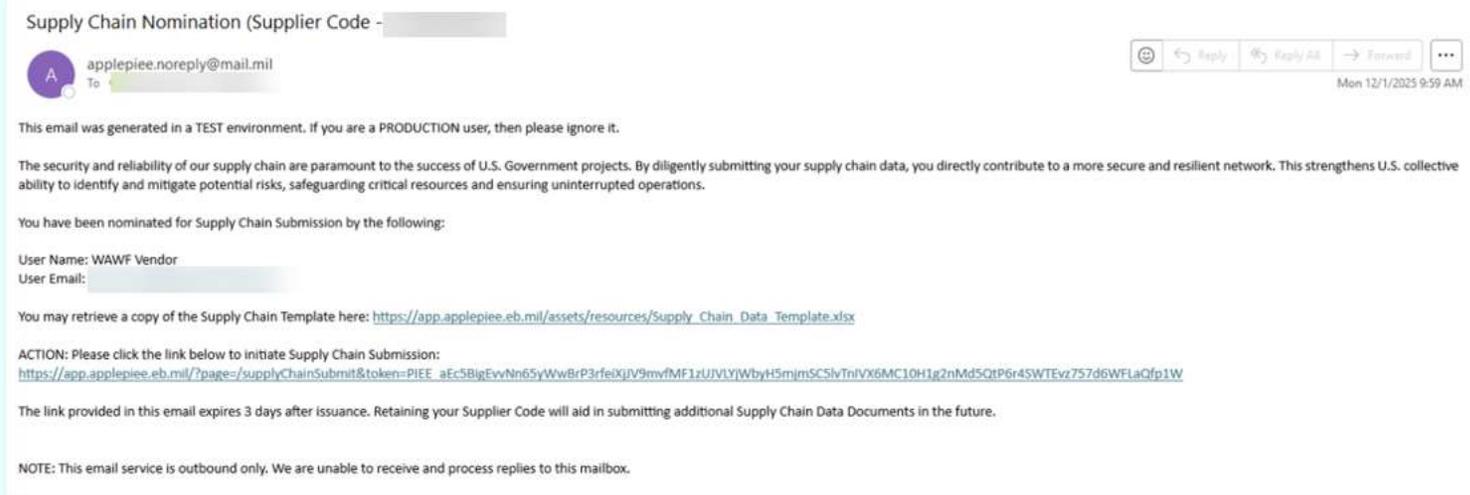
- Submit

Enter information into the fields and select the **Submit** button to proceed. Selecting the **Submit** button sends a tokenized email including a link to initiate the process to the nominated supplier. A success message displays that reads, "Success: Email sent to 'Supplier user email' with supplier code 'SCXXXXXXXX' and instructions."

*NOTE: If the nominated Supplier is already nominated, an information message displays stating, "INFO: Supplier was previously nominated. Email the Supplier directly to coordinate further action."*

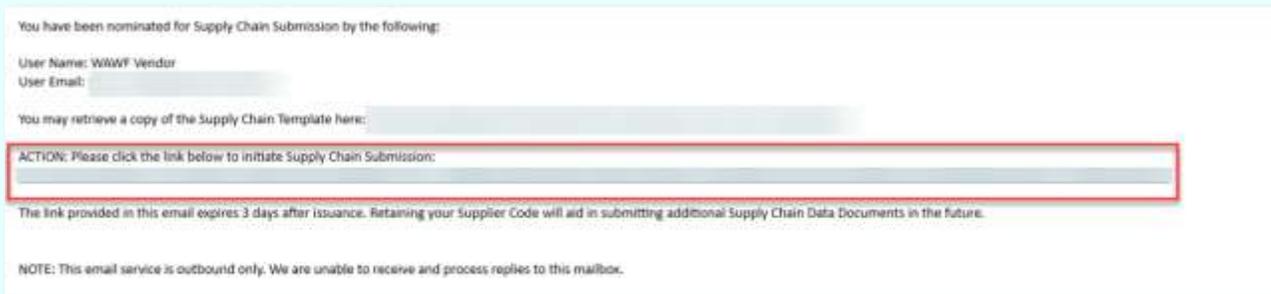
*NOTE: A Supplier deactivated by the Supplier Manager is not eligible for further nomination. If the Supplier Manager previously deactivated a Supplier and someone attempts to re-nominate that Supplier, an information message displays on the renomination attempt stating, "Due to deactivation by a Supplier Manager, this Supplier is ineligible for renomination."*

Submitting a Supplier nomination automatically sends a tokenized email with a link to initiate the Supplier process, as well as a link to download the Supply Chain Template, to the nominated user.



## Nomination Emails

After receiving the email, locate the link to initiate the Supplier Process and select it. Selecting the link leads to a Supplier Information tab on the Supply Chain Submission screen. For more information on the Supply Chain Submission for Suppliers process, refer to the Supply Chain Submission - Suppliers guide [here](#).



If the original email is not acted on, a reminder email with a new tokenized link is sent every three days, up to three times.

If all three reminder emails are sent with no response, a final reminder email is sent. If the final email goes without response, the token expires, and the emails stop. To start the process again, re-nominate the supplier.