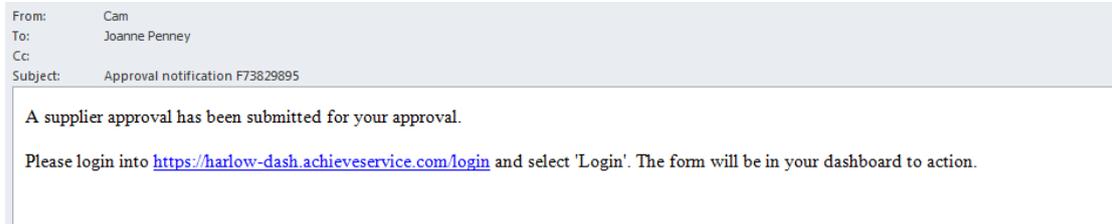


Supplier approval form

When a form has been submitted you will receive an email.



Select Dashboard and then filter by 'Supplier form'.

Internal forms Welcome Miss Joanne Penney

Internal forms

Home Dashboard Services My Requests

Tasks

Show 10 All Processes All Stages Search Strict Off Reset

Case	Start Date	Service	Customer	Stage	Date	Summary	Actions	Status	Started	Case Notes
F73828803	25/04/2018 11:36:15	Supplier form	Anonymous	Approval			View Continue	Open	25/04/2018 11:36:15	Case Notes

Please select  to open and view the form.

Once you have opened the form you will be able to view the supplier details by clicking on the '(Reference number) – Supplier form'.

F73829895: Supplier form

Summary
Date Completed: 25 Apr 2018
User name: No User Name

Current Task: Approval

Supplier approval

By clicking on each tab ('Contact details', 'Supplier details' and 'What happens next') you will be able to view the full details.

F73829895: Supplier form

Summary
Date Completed: 25 Apr 2018
User name: No User Name

Supplier form

Contact details
Supplier details
What happens next

After reading the details you then need to make a decision on this supplier.

This will decide whether the process continues.

I confirm that my service needs this new supplier/amendment to an existing supplier. All appropriate checks have been made to ensure the accuracy of the details provided. *

Approve supplier

Do not approve

Approve supplier – When submitted this will go to the next stage of the approval process.

Do not approve – This will close the whole process and will not be approved.

Once you have made a decision you will need to complete the following sections and then submit the form.

Comment *

Name *

Joanne Penney ✓

Job title *

Date *

25

04

2018

✓

✕ Cancel

✓ Submit