



Controller's Office – Supplier Liaison

Adding an Email Address to PeopleSoft for Supplier Registration Approval

As a Supplier Liaison, it's important to ensure that supplier registration requests are routed correctly to you for approval. In PeopleSoft, this requires updating your system profile to include your business email and enabling the appropriate workflow settings. Follow the steps below to make sure your profile is set up to receive supplier-related notifications and approvals.

Use the "My System Profile" page in Peoplesoft by navigating to:

Main Menu > My System Profile

- **Workflow Attributes:** Check both Email User and Worklist User noted in step 1 below. This gives you the ability to approve supplier registrations both ways.
- **Business Email:** Be sure to have your business email populated here as the primary email account noted in step 2 below. All supplier related emails will go to this specific email.
- **Save Changes:** Click the Save button to save all changes made on this page noted in step 3 below.

The screenshot shows the 'My System Profile' page in PeopleSoft. The 'Workflow Attributes' section is highlighted with a red box, showing checkboxes for 'Email User' and 'Worklist User', both of which are checked. Below this, the 'Email' section is also highlighted with a red box. It contains a table with columns for 'Primary Email Account', 'Email Type', and 'Email Address'. The first row shows a checked 'Primary Email Account', 'Business' as the 'Email Type', and 'MGTODD@mailbox.sc.edu' as the 'Email Address'. A 'Save' button is highlighted with a red box at the bottom left of the page.

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID

From Date (example: 12/31/2000)

To Date (example: 12/31/2000)

Workflow Attributes

☒ Email User ☒ Worklist User

Miscellaneous User Links

Email

Primary Email Account	Email Type	Email Address
☒	Business	MGTODD@mailbox.sc.edu

Save