



## 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 top navigation bar includes 'Favorites', 'Main Menu', and 'My System Profile'. The page title is 'Alternate User'. Below the title, there is a section for 'Alternate User ID' with a search box and 'From Date' and 'To Date' fields. The 'Workflow Attributes' section is highlighted with a red box and contains two checkboxes: 'Email User' and 'Worklist User', both of which are checked. Below this is a link for 'Miscellaneous User Links'. The 'Email' section is also highlighted with a red box and contains a table with columns for 'Primary Email Account', 'Email Type', and 'Email Address'. The table has one row with 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.

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	MGTODD@mailbox.sc.edu