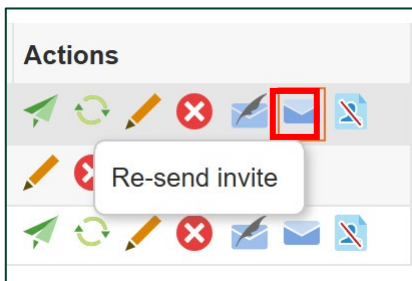


Resend Invitation to Supplier

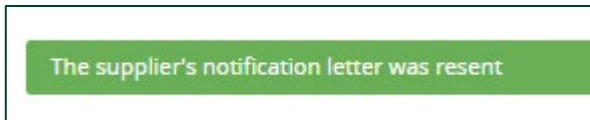
1. Within the event setup, navigate to the **Suppliers** section.

Date Added	Name	Contact Name	Email	Participation	T&C	Last seen	Contracts	Actions
03/15/26	ACTIVE FIRE CONTROL	ASHLEY VARANO	jjcbre550@gmail.com	Responded (1)	2 of 2 Accepted	A day ago		
03/15/26	ECOLAB INC.	Jenn Supplier	Jyvendor443@gmail.com	Responded (1)	2 of 2 Accepted	A day ago		
03/15/26	MOUNTAINSIDE EXCAVATORS INC	JILL GROFF	cbreCSPTest@gmail.com	Responded (1)	2 of 2 Accepted	A day ago		

2. Within the **Actions** column, select the **Envelope icon** (labeled 'Re-send Invite') to trigger a new invitation.



3. Once processed, a pop-up notification will confirm the re-invitation was sent to the supplier.



For additional support, please submit a ServiceNow ticket to our [Sourcing Support Team](#).