

A1314 - Add a supplier in Convergence or in PRS

Review

Dear Convergence Users,

Based on your feedback, we are pleased to inform you that the Account creation process has evolved.

You will not need anymore to send extra emails, fill in Google sheet or log tickets to add a supplier into Convergence. All requests for account creation can now be performed directly in Convergence.

You can now create within Convergence:

- **Additional Suppliers** i.e. suppliers that exist in ERPs systems but not in Convergence. They will be converted to supplier by Purchasing Data Team.

or

- **Prospects** i.e. potential suppliers that do not exist in any of our systems. They will remain as a prospect unless an external key is filled in.

General rules

You will find all the information you need about Account creation in [this procedure](#) (follow the link).



CVG - Account Cr...on Procedure.pdf

Related articles

- [A1310 - Accounts basics and hierarchy](#)

Table of content

- [General rules](#)
- [Related articles](#)
- [Need help](#)
- [How to ask for assistance?](#)

Need help

How to ask for assistance?

Dear Salesforce Convergence user,

For any question or issue regarding Convergence, please :

- create a request in **Service One** with the following information:

- I want to update data in Convergence [Maintain data ownership in CONVERGENCE](#)
- I want to mass upload procurement data [Maintain procurement data in CONVERGENCE](#)
- Process : Data & Analysis
- PTP-Subprocess: Purchasing Tools Support
- PTP-Category: Convergence

For account creation, please refer to [here](#).

Thank you very much,

Convergence Team.