


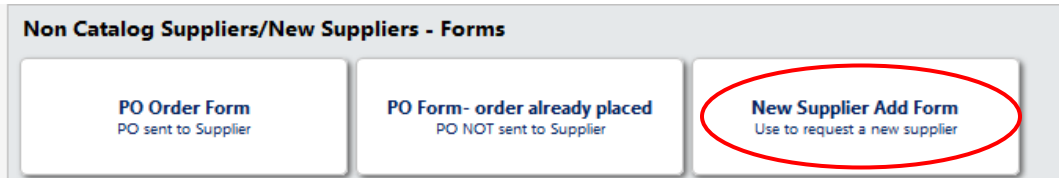
Request New Supplier

Documents Required


- Contact supplier and request they provide a completed Form W-9. Form W-9 is available on the Finance-Purchases and Payments-Forms webpage.
- If the supplier will be used to place orders for items, request they provide their order fax # or email.
- If the supplier will be performing a service, a signed contract must be on file with College Counsel.

Complete Request Form

- In the *Non Catalog Suppliers/New Suppliers - Forms* section of the  menu click on *New Supplier Add Form*.



- Enter information requested in the *New Supplier Add Information* section (required fields are in **bold**).

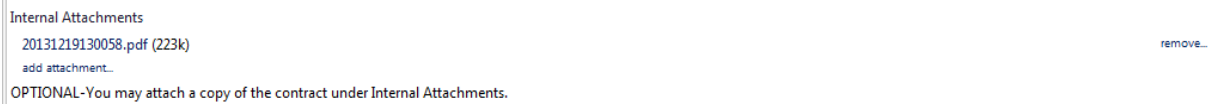
Available Actions: Add and go to Active Cart 

New Supplier Add Information (Use ALL CAPS) ?

<p>Supplier's Name (Required)</p> <p>Supplier Type Information Instructions</p> <p>Product/Service/Both (Required)</p> <p>Product/Service Description (Required)</p> <p>Contract signed by College Officer and on file with College Counsel (Required)</p> <p>Tax ID# Instructions</p> <p>Supplier's 9-digit Tax ID# (Required)</p> <p>Remit To Address Line 1 (Required)</p> <p>Remit To Address Line 2</p> <p>Remit To Address Line 3</p> <p>Remit To Address City (Required)</p> <p>Remit To Address State (Required)</p> <p>Remit To Address 5/9 Digit Zip (Required)</p> <p>Corporate Office Address</p> <p>Supplier's Contact Name(s)</p> <p>Supplier's Website Address (if available)</p> <p>Supplier's Customer Service Phone # (Required)</p> <p>Order FAX # OR Order Email Address (Required if Product type supplier)</p> <p>Notes to Purchasing and/or Accounts Payable</p>	<p>XYZ INC</p> <p>Please choose from the list below either "product" or "service" or "both" based on the types of purchases you will be making from this supplier. Then enter a DETAILED description of types of products or services that will be purchased or rendered. Providing this information will help us properly categorize the college's suppliers.</p> <p>Service</p> <p>CONSULTING SERVICES FOR MELLON TJJ GRANT</p> <p>260 characters remaining expand clear</p> <p><input type="radio"/> No <input checked="" type="radio"/> Yes</p> <p>Please enter supplier's 9-digit US tax ID# below and attach a copy of their completed Form W-9 under Internal Attachments at the bottom of this section. The IRS requires the college to obtain a completed Form W-9 from all 3rd party suppliers prior to issuing payment.</p> <p>12-3456789</p> <p>123 ANY ST</p> <p>BRYN MAWR</p> <p>PA</p> <p>19010</p> <p>SAME AS ABOVE</p> <p>287 characters remaining expand clear</p> <p>JOHN SMITH</p> <p>290 characters remaining expand clear</p> <p>610-526-1111</p> <p>610-526-1110</p> <p>ENTER ANY ADDITIONAL NOTES HERE</p> <p>269 characters remaining expand clear</p>
---	---

Request New Supplier

- Attach scanned Form W-9 in *Internal Attachments* section by clicking on **add attachment...**

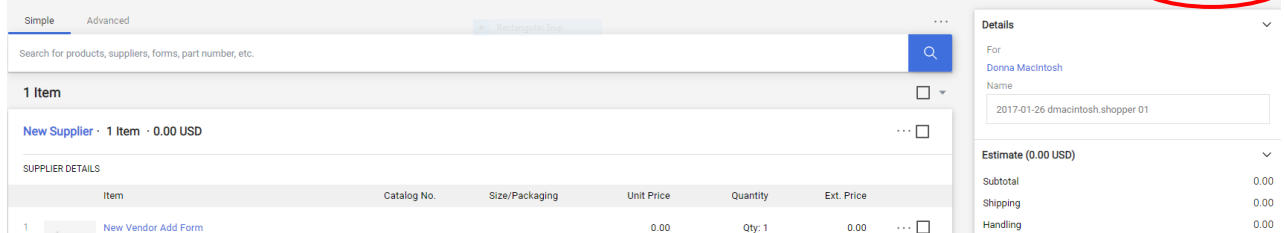


- Next to *Available Actions* in top right corner *Add and go to Active Cart* should be selected, click **Go**. Your form will be added and you will be brought to your cart.

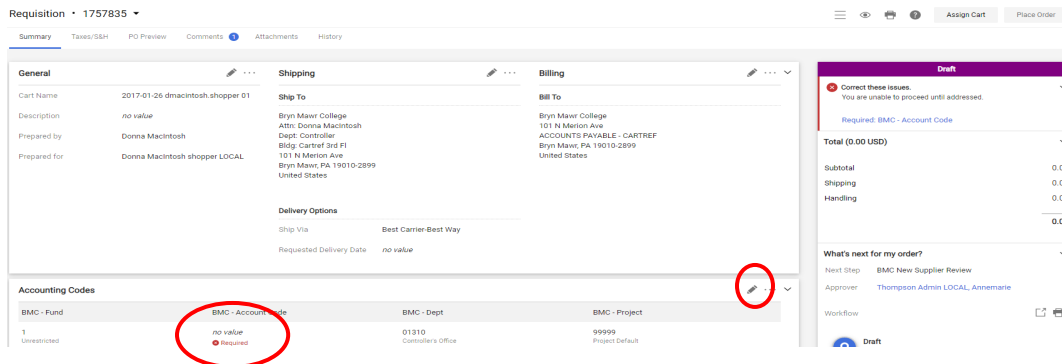
Checkout

- With this form you are placing an order for a supplier to be added to E-Market so you need to checkout (same as you would for any other order). To avoid delays in processing, the *New Supplier Add Form* should be the only item in your cart when you checkout.

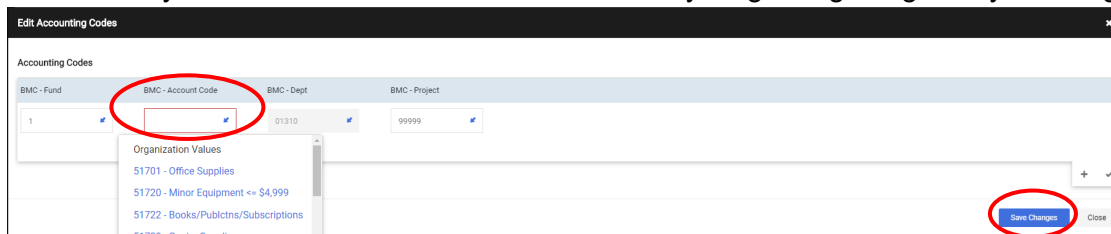
- You will automatically be brought to your Shopping Cart, click **Proceed to Checkout**.



- A Summary screen for your order(s) opens. Click or the **Required** *no value* to add **BMC – Account Code**.

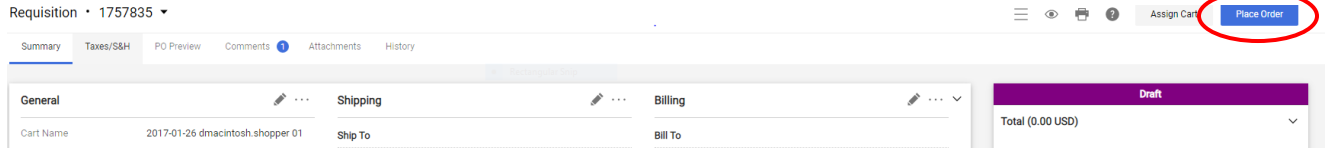


- Enter any account code available for your default department, then click **Save Changes**. It does not matter which code you choose because there will not be anything charged against your budget.




Request New Supplier

- Click **Place Order**.



- You will receive confirmation that your requisition was submitted.

 Requisition 2929054 Submitted

Summary

Requisition Number	2929054
Requisition status	Pending
Cart name	2020-03-25 dmacintosh.shopper 01
Requisition date	10/23/2020
Requisition total	0.00 USD
Number of line items	1

Options

- [Print](#)
- [Approval Status](#)
- [Recent orders](#)
- [Return to your home page](#)

- You will receive an email when your new supplier has been added to E-Market.