

Request New Supplier

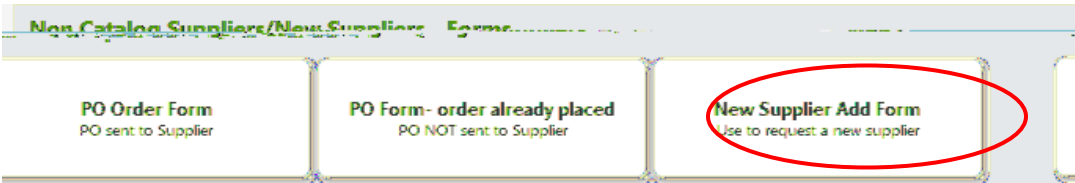
Documents Required

Contact supplier and request they provide a completed Form W-9. Form W-9 is available on the Finance-Purchases and Payments-Forms webpage.

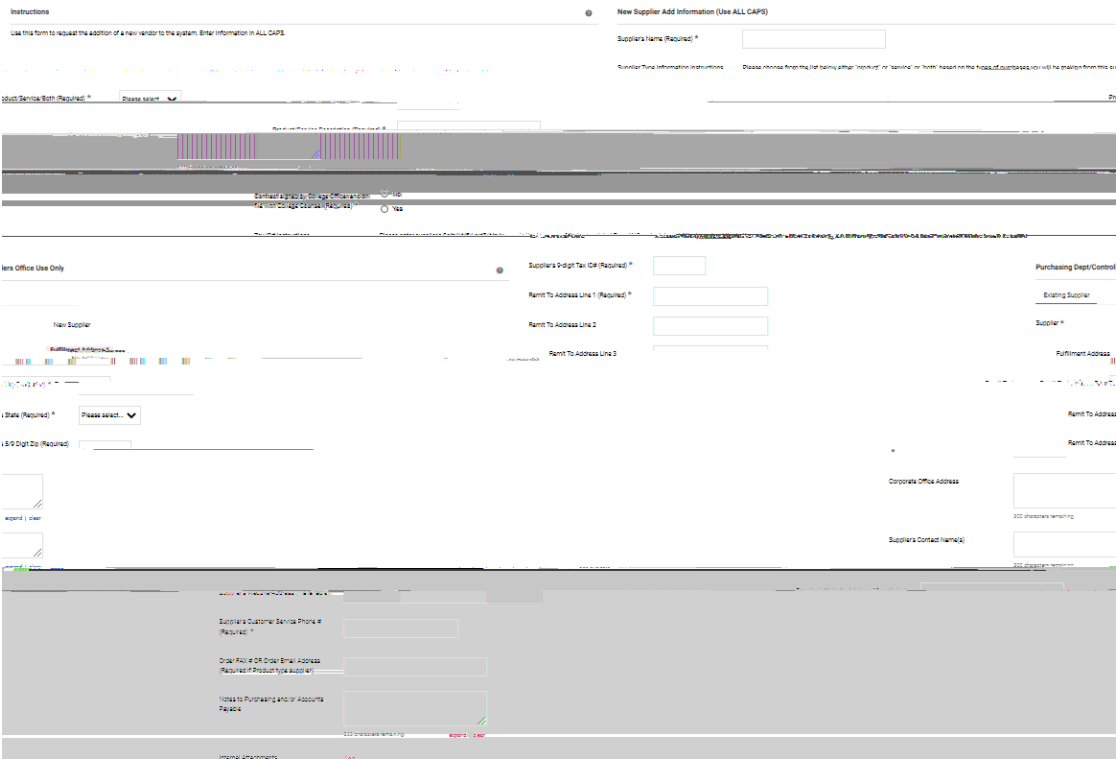
If the supplier will be used to place orders for items, request they provide their order email or fax #.

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 indicated and have an *).



The screenshot shows the 'New Supplier Add Information' form. It includes sections for 'Instructions', 'New Supplier Add Information (Use ALL CAPS)', and 'Internal Attachments'. Fields include 'Supplier's Name (Required)*', 'Supplier's Phone Number', 'Supplier's Email Address', 'Supplier's Tax ID (Required)*', 'Supplier's Address Line 1-3', 'Supplier's State (Required)*', 'Supplier's ZIP Code (Required)', 'Supplier's Corporate Office Address', 'Supplier's Contact Name(s)', 'Supplier's Custom Service Phone # (Required)*', 'Order Fax # OR Order Email Address (Required) (Product type only)', and 'Notes to Purchasing and/or Accounts Payable'. There are also 'Internal Attachments' and 'Internal Attachments' sections.

Attach scanned Form W-9 in *Internal Attachments* section by clicking on [Add](#).



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Next to *Available Actions* at the top right corner and click *Add and go to Active Cart*

