

## Request New Supplier

### Documents Required

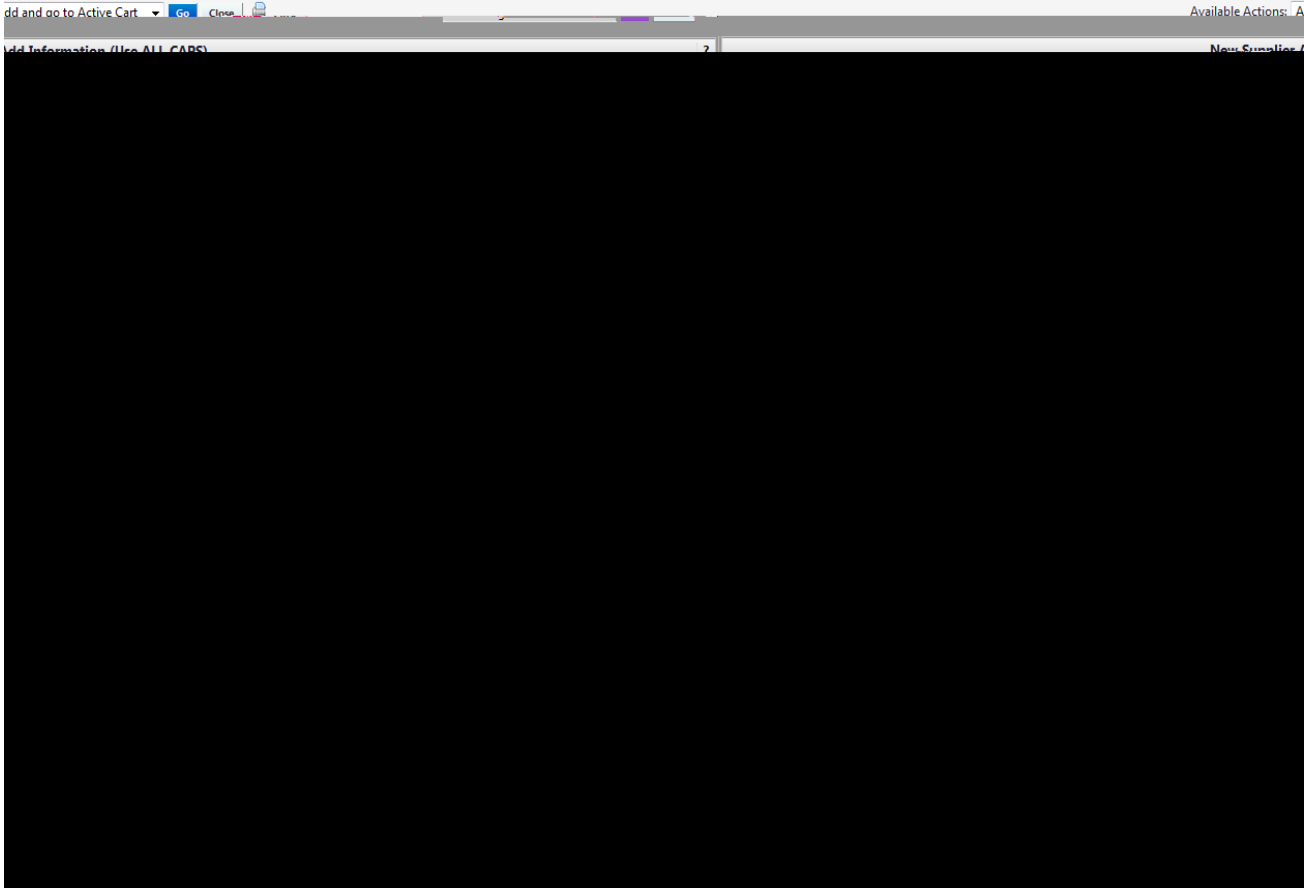
- x Contact supplier and request they provide a completed Form W-9. Form W-9 is available on the Finance-Purchases and Payments-Forms webpage.
- x If the supplier will be used to place orders for items, request they provide their order fax # or email.
- x If the supplier will be performing a service,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

### Complete Request Form

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



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



# Request New Supplier

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

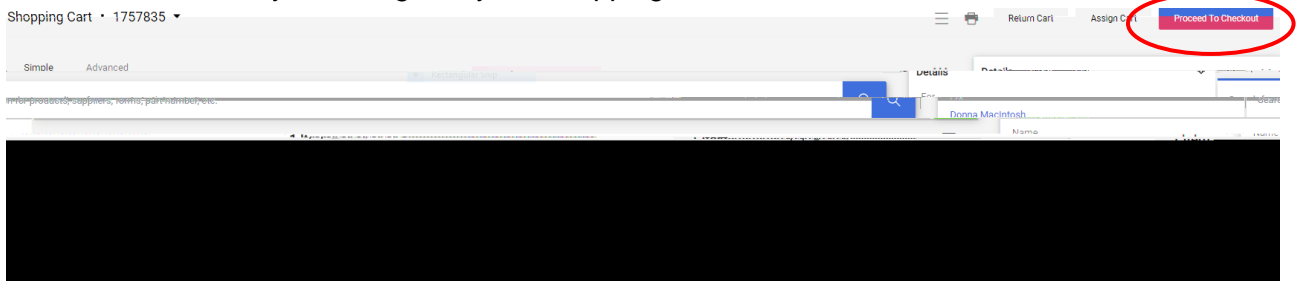


- x Next to Available Actions in top right corner Add and go to Active Cart should be selected, click **Go**. Your form will be added and you will be brought to your cart.

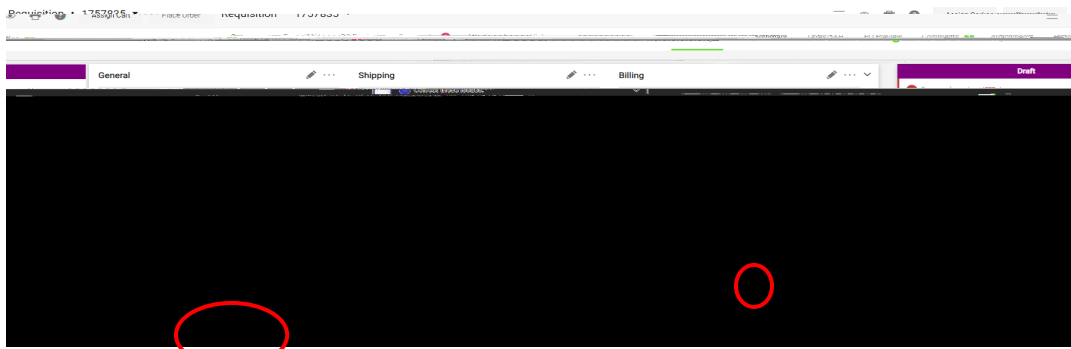
## Checkout

- x 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.

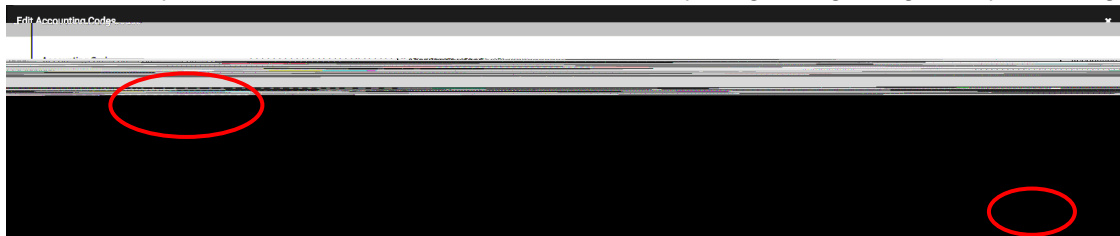
- x You will automatically be brought to your Shopping Cart, click **Proceed to Checkout**.



- x A Summary screen for your order(s) opens. Click **req number** or the **Required** to add BMC – Account Code.

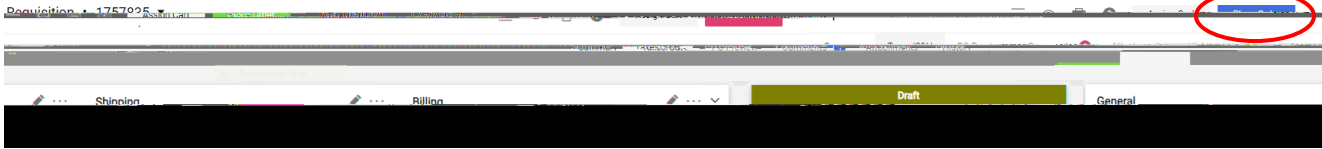


- x Enter any account code available for your default department, then click **Done**. It does not matter which code you choose because there will not be anything charged against your budget.

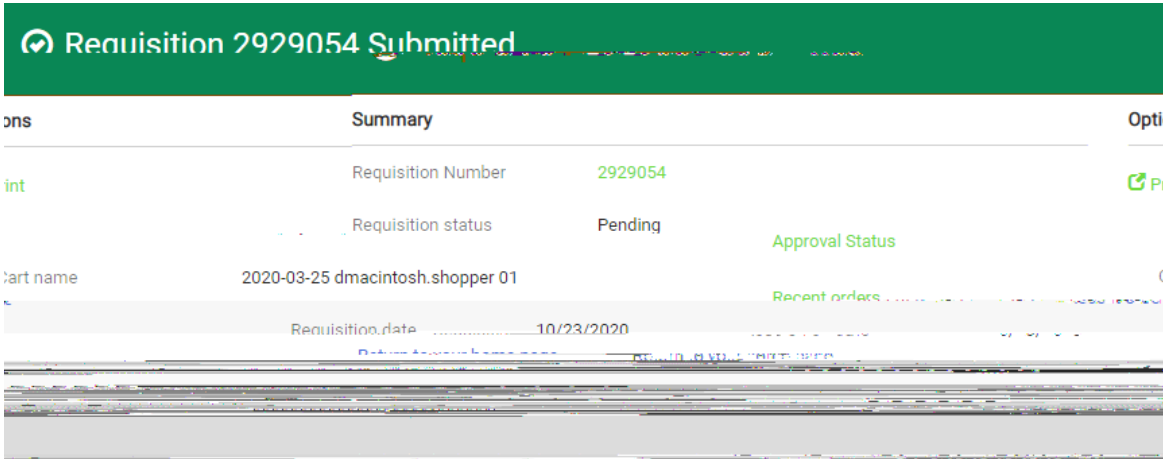


# Request New Supplier

x Click **Place Order**



x You will receive confirmation that your requisition was submitted.



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