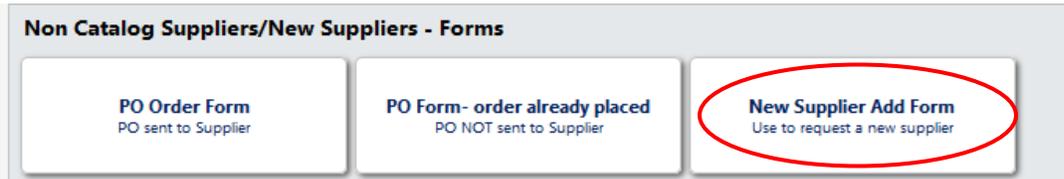# Request New Supplier

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 #.

- 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 indicated and have an *).

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


Request New Supplier

- Next to *Available Actions* at the top right corner and click *Add and go to Active Cart*. 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.
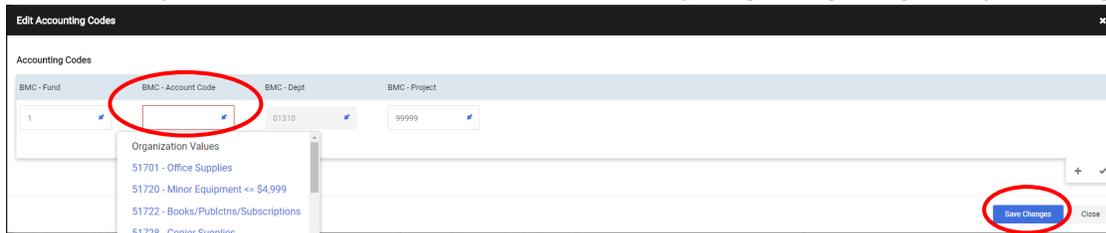
- You will automatically be brought to your Shopping Cart, click **Proceed to Checkout**.
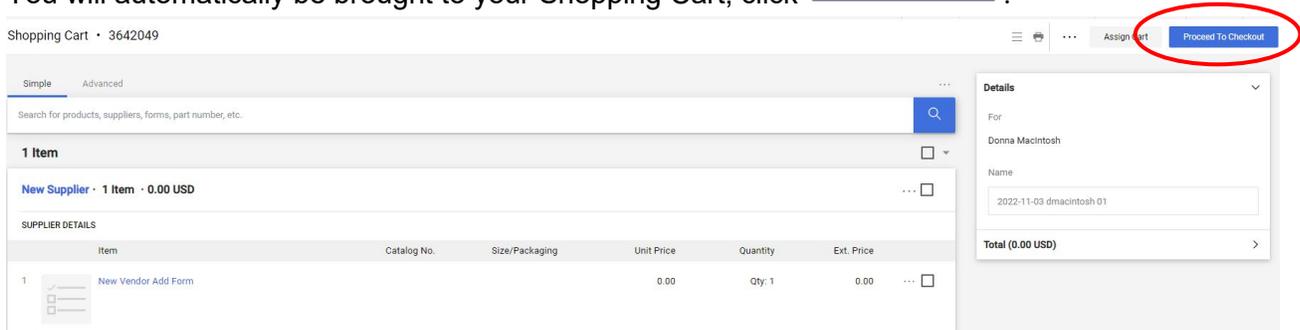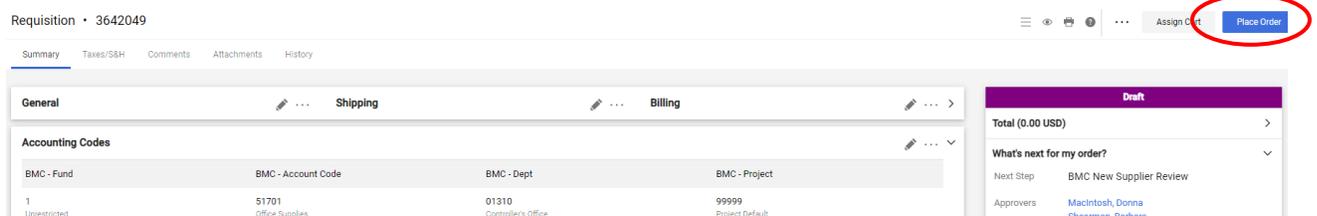

- A Summary screen for your order(s) opens. Click ✏ or the *Required* to add *BMC – Account Code*.
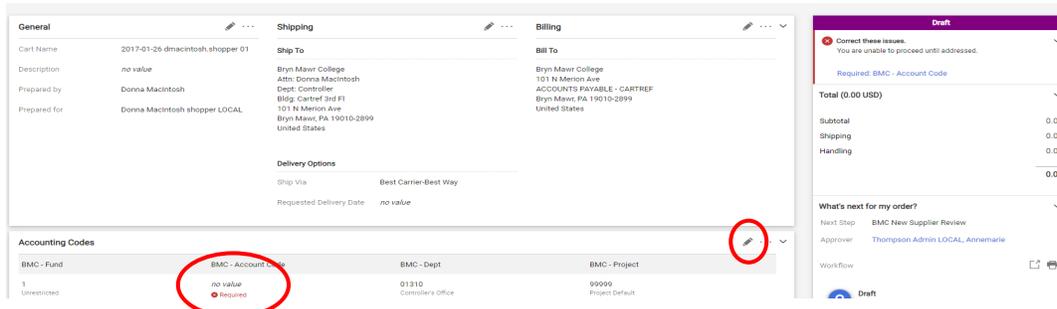
- Enter any account code available for your default department, then click **Save Values**. It does not matter which code you choose because there will not be anything charged against your budget.

- Click **Place Order**.

- You will receive confirmation that your requisition was submitted.

⊘ Requisition 2929054 Submitted

Summary		Options
Requisition Number	2929054	⬈ Print
Requisition status	Pending	Approval Status
Cart name	2020-03-25 dmacintosh.shopper 01	Recent orders
Requisition date	10/23/2020	Return to your home page
Requisition total	0.00 USD	
Number of line items	1	

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