BRYNMAWR | E-MARKET

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.

Non Catalog Suppliers/New Suppliers - Forms					
PO Order Form	PO Form- order already placed	New Supplier Add Form			
PO sent to Supplier	PO NOT sent to Supplier	Use to request a new supplier			

• Enter information requested in the *New Supplier Add Information* section (required fields are indicated and have an *).

Instructions		New Supplier Add Information (U	Jse ALL CAPS)
Use this form to request the addition of a new vandor to the system. Bitter information in ALL CAPE.		Supplier's Name (Required) *	
		Supplier Type Information Instruction	Please choose from the list below either "product" or "service" or "both" based on the types of purchases you will be making from this su
		Product/Service/Both (Reguired) *	Piezze select.
		Product/Service Description (Regular	a) +
			200 demotres rendering segand I deer
		Contract signed by College Officer en file with College Counsel (Required) *	500 O No O Nas
		Tax ID# Instructions	Please enter supplier's 9-digit US fax. Difibelow and attach a copy of their completed Porm VH9 under internal Attachments at the bottor
Purchasing Dept/Controllers Office Us	se Only	Suppliers 9-digit Tax (D# (Regulard) *	
Existing Supplier		Remit To Address Line 1 (Required) *	
Supplier *	New Supplier	Remit To Address Line 2	
Pufilment Address	Fulfilment Address 1 No Address	Remit To Address Line 3	
		Remit To Address City (Required) *	
		Remit To Address State (Required) *	Please soluct 🗸
		Remit To Address 5/9 Digit Zip (Requi	rad)
		Corporate Office Address	
			200 devestes whething expend deer
		Suppliers Contact Name(s)	
			200 shows the weating angend sheet
		Suppliers Website Address (if evaliab	(a)
		Supplier's Customer Senice Phone # (Required) *	
		Order FAX # OR Order Email Address (Required if Product type supplier)	
		Notes to Purchasing and/or Accounts Payable	
			200 detective writing word deer
		Internal Attachmenta	Add

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

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• 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.
- Proceed to Checkout You will automatically be brought to your Shopping Cart, click Shopping Cart • 3642049 = + ... Simple Advanced Details Search for products, suppliers, forms, part number, et Donna MacIntosl . 1 Item New Supplier · 1 Item · 0.00 USD 2022-11-03 dmacintosh 0 SUPPLIER DETAILS Total (0.00 USD) > Item Unit Price Quantity Ext. Price Size/Packaging New Vendor Add Form 0.00 Oty: 1 0.00
- A Summary screen for your order(s) opens. Click I or the Required to add BMC Account Code.

no value

General	# ···	Shipping		ø	Billing	ø v	Draft	
Cart Name	2017-01-26 dmacintosh.shopper 01	Ship To			Bill To		S Correct these issues. You are unable to proceed until addressed.	~
Description	no value	Bryn Mawr College Attn: Donna Macintosh			Bryn Mawr College 101 N Merion Ave		Required: BMC - Account Code	
repared by	Donna Macintosh	Dept: Controller Bldg: Cartref 3rd Fl			ACCOUNTS PAYABLE - CARTREF Bryn Mawr, PA 19010-2899		Total (0.00 USD)	~
repared for	Donna MacIntosh shopper LOCAL	101 N Merion Ave Bryn Mawr, PA 19010-28	899		United States		Subtotal	0.00
		United States					Shipping	0.00
							Handling	0.00
		Delivery Options						
		Ship Via	Best Carrier-Best Way					0.00
		Requested Delivery Date	no value				What's next for my order?	~
						\sim	Next Step BMC New Supplier Review	
ccounting Codes	_					(×) ×	Approver Thompson Admin LOCAL, Annemarie	
BMC - Fund	BMC - Account	~	BMC - Dept		BMC - Project	\mathbf{U}	Workflow	C 🔿
1 Uncentricted	no value)	01310 Controllars Office		99999 Project Default		Deat	

• 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.

ounting Codes						
C-Fund BMC	- Account Code BMC - Dept BMC - Project					
	✓ 01310 ¥ 99999	*				
Organi	zation Values					
51701	- Office Supplies				+ ~	
51720	- Minor Equipment <= \$4,999					
51722	- Books/Publctns/Subscriptions			Save	Changes Close	
51728	- Conjer Supplies					
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Lick Place Or Juisition · 3642049 ammany Taxes/S&H Co eneral cocumting Codes MC - Fund	rder mments Attachments History	₿MC - Dept	- Billing BMC - Project	€ · · · > € · · · > For a (C What's Next St	Assign C t	Ph

Request New Supplier

• You will receive confirmation that your requisition was submitted.

Summary		Options			
Requisition Number	2929054	C 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	Return to your nome page			
Number of line items	1				

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