

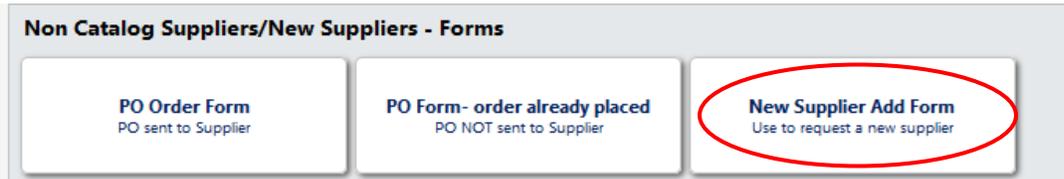
Request New Supplier

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 *).

Instructions
Use this form to request the addition of a new vendor to the system. Enter information in ALL CAPS.

Purchasing Dept/Controllers Office Use Only

Existing Supplier: New Supplier:

Supplier #: Fulfillment Address 1:

New Supplier Add Information (Use ALL CAPS)

Supplier's Name (Required) *

Supplier Type Information Instructions: 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.

Product/Service Both (Required) *

Product/Service Description (Required) *

Contract signed by College Counsel and on file with College Counsel (Required) * No Yes

Tax ID Instructions: 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.

Supplier's 9-digit Tax ID (Required) *

Remit To Address Line 1 (Required) *

Remit To Address Line 2

Remit To Address Line 3

Remit To Address City (Required) *

Remit To Address State (Required) *

Remit To Address ZIP Code (Required) *

Corporate Office Address

Supplier's Contact Name(s)

Supplier's Website Address (if available)

Supplier's Customer Service Phone # (Required) *

Order Fax # OR Order Email Address (Required if Product type supplier)

Notes to Purchasing and/or Accounts Payable

Internal Attachments

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

[Internal Attachments](#)

[Add](#)

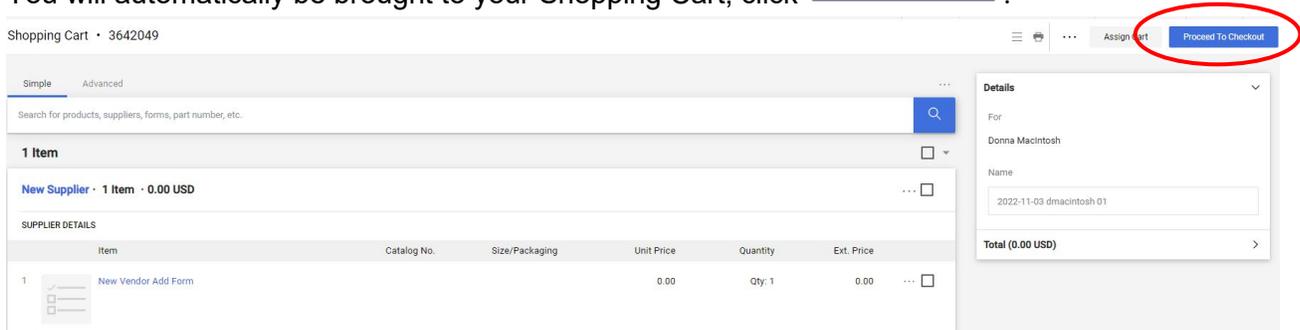
Request New Supplier

- 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.

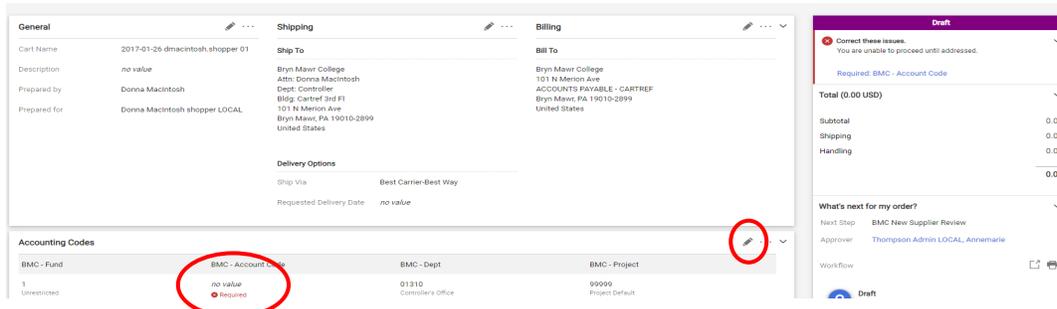
Checkout

- 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.

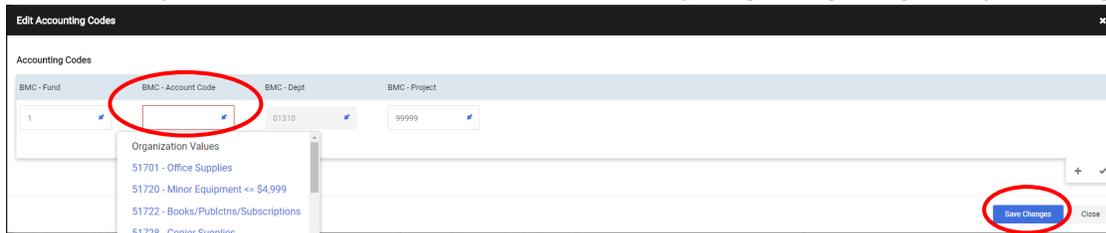
- You will automatically be brought to your Shopping Cart, click **Proceed to Checkout**.



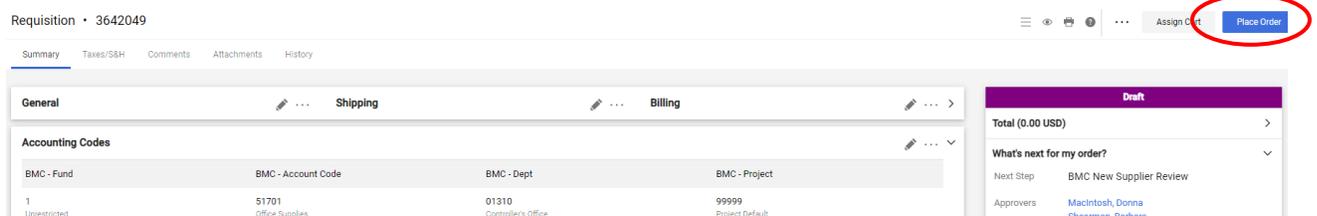
- A Summary screen for your order(s) opens. Click *no value* or the **Required** to add *BMC – Account Code*.



- 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**.



Request New Supplier

- 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.