#### 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 fax # or email.
- 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 Catalo	g Suppliers/New Su	ppliers - Forms	
	Order Form	PO Form- order already placed	New Supplier Add Form
	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 in **bold**).

New Suppli	er Add Information (Use ALL CAPS) ?
Supplier's Name (Required)	XYZ INC
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. Then enter a DETAILED description of types of products or services that will be purchased or rendered. Providing this information will help us properly categorize the college's suppliers.
Product/Service/Both (Required)	Service 👻
Product/Service Description (Required)	CONSULTING SERVICES FOR MELLON JU GRANT
	260 characters remaining expand   clear
Contract signed by College Officer 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 of this section. The IRS requires the college to obtain a completed Form W-9 from all 3rd party suppliers prior to issuing payment.
Supplier's 9-digit Tax ID# (Required)	12-3456789
Remit To Address Line 1 (Required)	123 ANY ST
Remit To Address Line 2	
Remit To Address Line 3	
Remit To Address City (Required)	BRYN MAWR
Remit To Address State (Required)	PA 👻
Remit To Address 5/9 Digit Zip (Required)	19010
Corporate Office Address	SAME AS ABOVE
	287 characters remaining expand   clear
Supplier's Contact Name(s)	JOHN SMITH
	290 characters remaining expand   clear
Supplier's Website Address (if available)	
Supplier's Customer Service Phone # (Required)	610-526-1111
Order FAX # OR Order Email Address (Required if Product type supplier)	610-526-1110
Notes to Purchasing and/or Accounts Payable	ENTER ANY ADDITIONAL NOTES HERE
	269 characters remaining expand I clear
	269 characters remaining expand   clear

Available Actions: Add and go to Active Cat. - Co. Class

## **Request New Supplier**

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

Internal Attachments
20131219130058.pdf (223k)
add attachment
OPTIONAL-You may attach a copy of the contract under Internal Attachments.

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

• 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	o your Sho	pping Ca	art, click	Procee	d to Chec	kout	
Shopping Cart • 1757835 •						$\equiv$	🖶 Return Cart Assign Cort Pro	oceed To Checkout
Simple Advanced							Details	
Search for products, suppliers, forms, part number, etc.						Q	For Donna Macintosh	
1 Item							Name	
New Supplier · 1 Item · 0.00 USD						…	2017-01-26 dmacintosh.shopper 01	
SUPPLIER DETAILS							Estimate (0.00 USD)	
Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price		Subtotal	0. 0.
1 New Vendor Add Form			0.00	Qty: 1	0.00	…	Handling	0.

• A Summary screen for your order(s) opens. Click or the Required to add BMC – Account Code.

no value

Seneral	ø	Shipping	ø	Billing	ø v	Draft	
art Name	2017-01-26 dmacintosh.shopper 01	Ship To		Bill To		S Correct these issues. You are unable to proceed until addressed.	
escription	no value	Bryn Mawr College Attn: Donna Macintosh		Bryn Mawr College 101 N Merion Ave		Required: BMC - Account Code	
epared by	Donna Macintosh	Dept: Controller Bldg: Cartref 3rd Fl		ACCOUNTS PAYABLE - CARTREF Bryn Mawr, PA 19010-2899		Total (0.00 USD)	
epared for	Donna MacIntosh shopper LOCAL	101 N Merion Ave Bryn Mawr, PA 19010-2899 United States		United States		Subtotal	0.
		United states				Shipping	0.
		Delivery Options				Handling	0
		Ship Via Best Carrier-Best W	ay				0.
		Requested Delivery Date no value				What's next for my order?	
					$\sim$	Next Step BMC New Supplier Review	
counting Codes					( e -) ~ (	Approver Thompson Admin LOCAL, Annemarie	
AC - Fund	BMC - Account	de BMC - Dept		BMC - Project	$\mathbf{U}$	Workflow	C2 4
restricted	no value	01310 Controllers Offic		99999 Project Default		Draft	

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

ccounting Codes			
MC - Fund	BMC - Account Code BMC - Dept	BMC - Project	
1 🖌	¥ 01310 ¥	99999 🗶	
	Organization Values		
	51701 - Office Supplies		+
	51720 - Minor Equipment <= \$4,999		$\frown$
	51722 - Books/Publctns/Subscriptions		

remove.

# **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.