
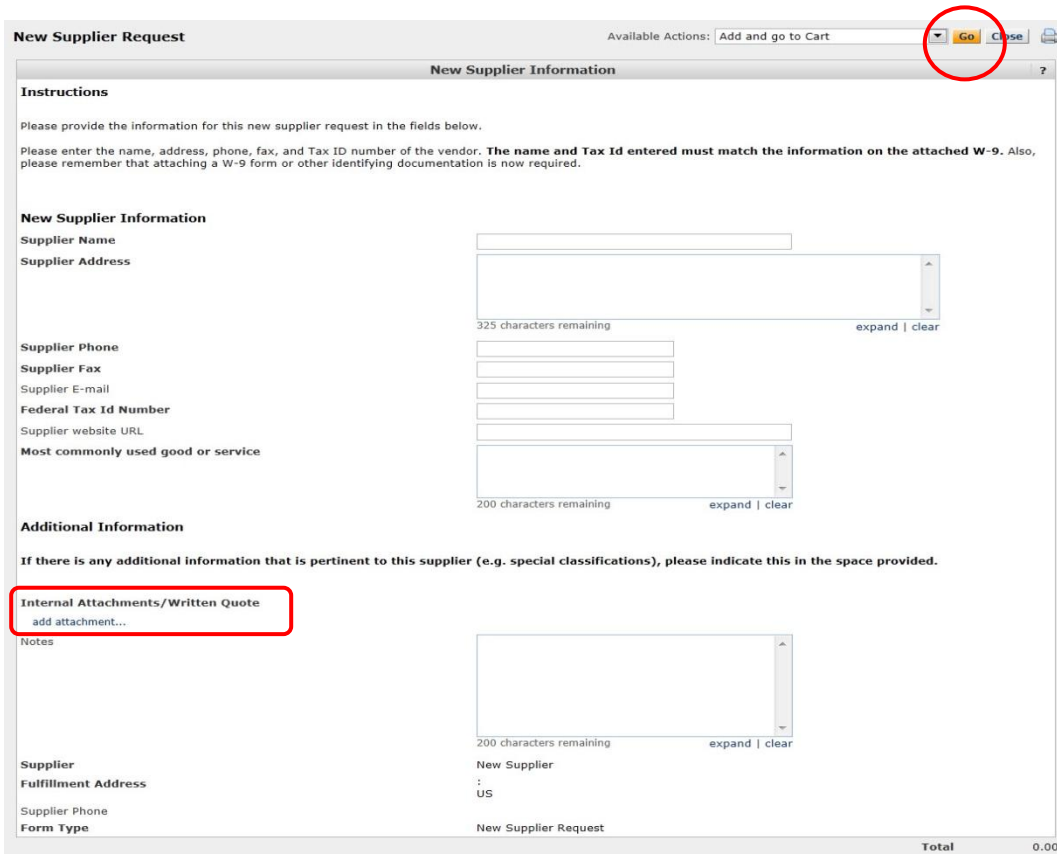





New Supplier Request

This form is used to add a new vendor into the MarketPlace system. **DO NOT PLACE ANY OTHER ORDER (OR ITEMS) WITH THIS FORM.** Any orders for goods, services or change order requests attached to this form will be rejected. This form does not go through fiscal approval. The W-9 form (or other identifying documentation) is required to be attached.

DO NOT USE this form if you are updating existing vendor information.

1. Fill in the following **required areas** for the new vendor; use the information from the W-9
 - a. Supplier Name
 - b. Supplier Address
 - c. Supplier Phone
 - d. Supplier FAX
 - e. Federal Tax Id Number
 - f. Attach the completed W-9 in the *Internal Attachments / Written Quote* section
2. (Optional) Enter in the information in the field - **Most commonly used good or service**
3. Select the  button to add and go to Cart.
4. Then follow the steps in the cheat sheet **Finalizing The Cart**



New Supplier Request Available Actions: Add and go to Cart   

New Supplier Information ?

Instructions

Please provide the information for this new supplier request in the fields below.

Please enter the name, address, phone, fax, and Tax ID number of the vendor. **The name and Tax Id entered must match the information on the attached W-9.** Also, please remember that attaching a W-9 form or other identifying documentation is now required.

New Supplier Information

Supplier Name

Supplier Address
325 characters remaining expand | clear

Supplier Phone

Supplier Fax

Supplier E-mail


Federal Tax Id Number

Supplier website URL

Most commonly used good or service
200 characters remaining expand | clear

Additional Information

If there is any additional information that is pertinent to this supplier (e.g. special classifications), please indicate this in the space provided.

Internal Attachments/Written Quote 

Notes
200 characters remaining expand | clear

Supplier New Supplier
Fulfillment Address : US
Supplier Phone
Form Type New Supplier Request

Total 0.00

Note: It might take 1 – 3 business days for the new supplier to be added to system. The information is being verified with the IRS.

Supplier Update Request

This form is used to update vendor information (ie, address, fax, email, name change) to an existing vendor. **DO NOT PLACE ANY OTHER ORDER (OR ITEMS) WITH THIS FORM.** Any orders for goods, services or change order requests attached to this form will be rejected; this form does not go through fiscal approval. The W-9 form (or other identifying documentation) is required to be attached.

1. In the **Enter Supplier** field type in the vendor name
 - a. Select the vendor from the drop down list that appears
 - b. Verify that the correct address is selected (if that is the information that is being changed)
2. Select the correct reason why the information needs to be changed
3. Only fill in the field(s) that are being updated with the information from the W-9 form
4. Enter in the **Federal Tax Id Number** in the field
5. Attach the completed W-9 in the *Internal Attachments / Written Quote* section
6. Select the **Go** button to add and go to Cart.
7. Then follow the steps in the cheat sheet **Finalizing The Cart**

The screenshot shows the 'Supplier Update Request' form. At the top right, the 'Available Actions' dropdown is set to 'Add and go to Cart', with a 'Go' button circled in red. The form title is 'Supplier Update Form'. Under 'Supplier Update Instructions', five steps are listed. The 'Enter Supplier' section includes a search field and a radio button menu with options: 'New Address/Information', 'Update Existing Address/Contact Info', 'Change In Name', and 'De-activate - Does not accept POs'. The 'Federal Tax Id Number' field is highlighted with a red box. The 'Internal Attachments/Written Quote' section has a red box around the 'add attachment...' link. The 'Notes' section has a 200-character limit. At the bottom, the 'Form Type' is 'New Supplier Request' and the 'Total' is '0.00'.

Note: It might take 1 – 3 business days for the information to be updated in the system. The information is being verified with the IRS.