

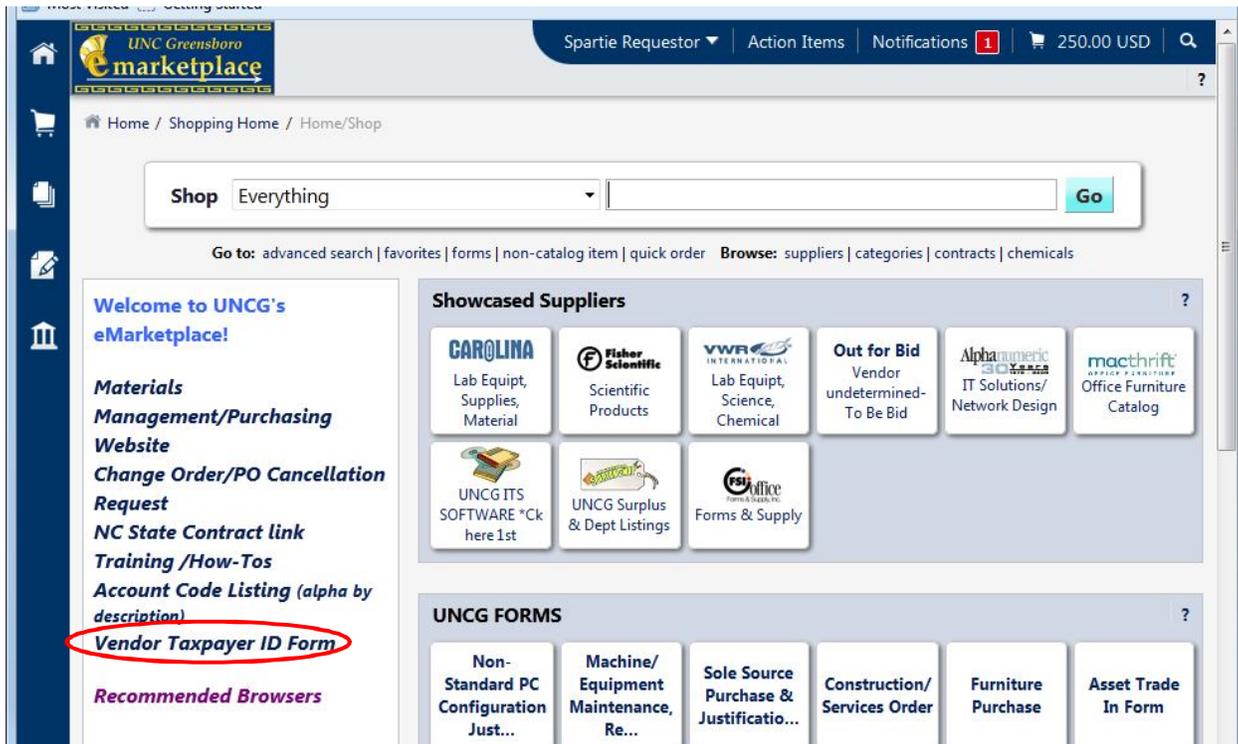
New Vendor Ordering

A vendor must exist in eMarketplace in order to place an order with that vendor. When you find that a vendor is not in eMarketplace, then a new supplier request must be submitted.

Vendor Taxpayer ID Form

You must start with the completion of the Vendor Taxpayer ID Form. Click the Vendor Taxpayer ID Form link from the home/shop page of eMarketplace. The form is also available at:

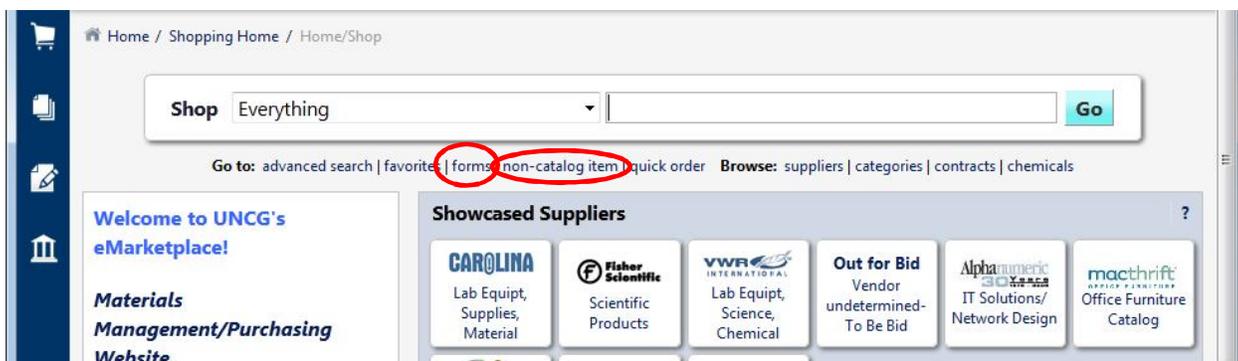
purchasing.uncg.edu/documents/emarketplace/New Vendor Order.pdf



Select the Vendor Taxpayer ID Form link and print and fax or ask the vendor to access the form directly and fill it out completely. All vendors MUST INCLUDE A FAX NUMBER or EMAIL ADDRESS for order placement.

New Supplier Order Create

Begin your order by creating a non-catalog order. Click the "non-catalog item" link (or "forms" link, if you are using one of the required form types).



Type "New Supplier" into the Enter Supplier text field. Make sure to use the "New Supplier" vendor that pops up in the list, as this is what triggers the supplier form to go to Accounting for entry.

Non-Catalog Item ? X

New Supplier select different supplier

Distribution Methods

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA - Each

254 characters remaining expand | clear

Product Details

Capital Expense

Commodity Code

Manufacturer Name

Manufacturer Part No

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin
- Energy Star
- Green

Enter the items you are purchasing from the New Supplier, along with other required fields such as Commodity Code. Additionally, mark whether the item is any of the Health, Safety, or Environmental types that appear on the screen.

Non-Catalog Item ? X

New Supplier select different supplier

Distribution Methods

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
Widget	12345	3	9.99	EA - Each

248 characters remaining expand | clear

Product Details

Capital Expense

Commodity Code

Manufacturer Name

Manufacturer Part No

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin
- Energy Star
- Green

Click "Save and Add Another" or "Save and Close" when finished entering all line items.

Go to your Active Cart by clicking the cart icon. (See **Active Carts** instructions.)

Click "Proceed to Checkout". Update all necessary and required information. (Refer to **Order/Requisition Instructions** for details).

Edit the "Internal Note" and enter the new supplier's name. Click the "add attachment..." link under the internal attachments and attach the Vendor Taxpayer ID Form that the supplier completed.

The screenshot shows the 'Internal Notes and Attachments' section with a red circle around the 'Internal Note' field and another red circle around the 'add attachment...' link. Below this is the 'Supplier / Line Item Details' section, which includes a 'New Supplier' entry and fields for 'Contract' (no value) and 'PO Number' (To Be Assigned).

The Internal Note shows the vendor name (in this example: McDonald Industries) and the form attachment (in this example "New Vendor Taxpayer...docx (12k)"):

The screenshot shows the 'Internal Notes and Attachments' section. The 'Internal Note' field is circled in red and contains the text 'McDonald Industries'. Below it, the 'Internal Attachments' section shows a red box around the attachment 'New Vendor Taxpayer ... (12k)'. The 'Supplier / Line Item Details' section is partially visible at the bottom.

New Supplier Order Approval Flow

The flow of a new supplier order is shown below. It will flow to Accounts Payable. Accounts Payable will establish the new vendor in Banner and the new vendor will sync over to eMarketplace. Accounts Payable will mark the new supplier step complete. Banner Budget is then checked and the requisition will flow to Purchasing. Purchasing will change the vendor on your requisition from "New Supplier" to the vendor you requested. They will place the purchase order and the order will continue like all other purchase orders.

The screenshot shows the 'PR Approvals' section with a flow of steps: 'New Supplier Approval', 'Banner Budget Authorization', 'Purchasing Buyer Review', and 'Create PO'. Each step has a 'Future' status and a 'view approvers' link.

The vendor will now appear in the supplier list to be used for future orders.