

Vendor Request – Creating

To update or request a new vendor, complete and submit a Vendor Request form with the details of the change, which will be routed to Procurement Services for processing.



- You cannot add a line to an existing Draft Cart if other items are present.
- A Vendor Request form should be submitted in its own shopping cart and not combined with any other items.

COMPLETING A VENDOR REQUEST FORM

- Click the **Vendor Request** link under Special Forms on the home/shop tab or on the **Forms** tab.

- Complete the required fields (in bold) which are required for submission.
 - When entering new vendors, include the “Order From” address under Requester Comments if available.

- For changing an existing supplier, click the checkbox and enter the Supplier Number. Add additional notes as needed to the Requestor comments found in the lower left hand corner.
- Links provide easy access to instructions and tips for searching.

- Once you have completed the form, choose Add and go to Cart from the Available Actions drop-down at the top and click **Go**.
- Name your cart for ease of tracking:
 - For Employees: type the word EMPLOYEE
 - For Vendors: enter the vendor name
- Click **Proceed to Checkout**.
- Complete other required fields in order to submit the form. Funding source information will need to be entered in the cart header but will not be used for routing.
- Once submitted, the form will be sent directly to Procurement Services. Changes will be made to the vendor in eSHOP and SAP.


Notes:

- A Vendor Request form should be submitted in its own shopping cart and not combined with any other items.
- Leadtime to process a vendor request with W9 and all information included is 5 days or less.
- Name your cart for ease of tracking:



Name this cart:

Available Actions:

General Information ?	Supplier Information ?		
 <p>This form is to be utilized to establish a new supplier record in eSHOP and/or SAP or to update existing supplier information. Please review eSHOP and SAP to determine if the supplier exists in either system prior to submitting this form.</p> <p>New suppliers will not be created until they provide a completed W-9 form. Orders and payments cannot be processed until this process is complete.</p> <ul style="list-style-type: none"> • To expedite the set up, you may transmit a W-9 request to the supplier using the blank form and accompanying letter found in SAPHIRE. • The W-9 should be returned to the address noted at the top of the form (i.e. Accounts Payable or Purchasing Office). If the supplier returns the completed W-9 form directly to you, attach a copy of the form to this request by clicking "add attachment..." link in the W-9 Status section of this form. After you create the attachment, please destroy any paper or electronic copies of the W-9. <p>Directions: Fill out as much information as you can on this form. Required fields are in bold.</p> <p>Note: Additional information regarding the completion of this form is available by clicking the "?" at the top right corner of each section.</p>	<p>Full Legal Name 7 <input type="text"/></p> <p>Extra Address <input type="text"/></p> <p>Remit/Street Address <input type="text"/></p> <p>City <input type="text"/> Country <input type="text"/> State <input type="text"/> Zip <input type="text"/></p> <p>*** Fax Number and/or Email Address <u>must</u> be provided for order to be distributed to supplier. ***</p> <p>Phone <input type="text"/> Fax Number <input type="text"/></p> <p>Email Address <input type="text"/></p> <p>Website (URL) Address <input type="text"/></p> <p>If the supplier's information has changed OR you are using this form to request an SAP vendor be added to eSHOP, please select the checkbox below and include the supplier number.</p> <p>Existing Supplier? <input type="checkbox"/> 8</p> <p>Supplier Number <input type="text"/></p> <p>Instructions for searching for existing suppliers can be found below:</p> <ul style="list-style-type: none"> • Search for eSHOP suppliers 9 • Search for SAP suppliers 		
<p>Requestor Name <input type="text"/> 1</p> <p>Requestor Department <input type="text"/></p> <p>Requestor Phone No. <input type="text"/></p> <p>If known, please include the "Order From" address under Requestor Comments.</p> <p>Requestor Comments <input type="text" value="2"/></p> <p style="font-size: small;">250 characters remaining expand clear</p>	<p>Payment Information ?</p> <p>Payment will be made to:</p> <p><input type="radio"/> Company 3</p> <p><input type="radio"/> Individual</p> <p><input type="radio"/> Employee</p> <p>Foreign Supplier? <input type="checkbox"/></p>	<p>Supplier Tax ID ?</p> <p>FEIN <input type="text"/></p> <p>SSN <input type="text"/></p> <p>Personnel# <input type="text"/> 4</p>	<p>W-9 Status ?</p> <p>W-9 Status 5</p> <p><input type="radio"/> Not Requested</p> <p><input type="radio"/> Received (attached)</p> <p><input type="radio"/> Requested</p> <p><input type="radio"/> Employee (W9 not required)</p> <p>Internal Attachments</p> <p><input type="button" value="Add Attachments"/> 6</p>
<p>Total 0.00</p>			

Instructions

1. Requestor Information – include name, department, and phone#.
2. Requester Comments – please include the "Order From" address here if available. This field will not be used for Employee requests.
3. Payment Information
 - a. Company (ex. LLC, INC)
 - b. Individual (if svc provided in the state of NE, complete and attach an attestation form)
 - c. Employee (Enter the Dept., Work Address). Payment is normally via ACH.
 - d. Check box when entering a Foreign Supplier.
4. Supplier Tax ID – complete ONE field
 - a. FEIN (for company entries, use FEIN# or SS#)
 - b. SSN
 - c. Personnel#
5. W-9 Status – select ONE choice
 - a. Not Requested
 - b. Received (attached)
 - c. Requested
 - d. Employee (W-9 not required)
6. Internal Attachments – Attach W9 and/or Attestation Form
7. Supplier Information – Legal Name, address, and fax number are required for entry.
8. Existing Supplier – For changing an existing supplier, click the checkbox and enter the supplier number.
9. View instructions on searching eSHOP or SAP suppliers easily using the links provided.