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**

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

2. Complete the required fields (in bold) which are required for submission.
   - A. When entering new vendors, include the “Order From” address under Requester Comments if available.
   - B. If the supplier’s information has changed OR you are requesting an SAP supplier to be added to eSHOP enter the Supplier Number. Add additional notes as needed to the Requestor comments found in the lower left hand corner.

3. Once you have completed the form, choose Add and go to Cart from the Available Actions drop-down at the top and click **Go**.
4. Name your cart for ease of tracking:
   - a. For employees: type the word EMPLOYEE
   - b. For suppliers: enter the supplier name
5. Click **Proceed to Checkout**.
6. 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.
7. Once submitted, the form will be sent directly to Procurement Services. Changes will be made to the supplier in eSHOP and SAP.
Vendor Request – Creating

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:

Instructions
1. Supplier Information – legal name, address, and fax number are required for entry.
2. Existing Supplier or requesting an SAP supplier be added to eSHOP – enter the supplier number.
3. View instructions on searching eSHOP or SAP suppliers easily using the links provided.
4. Requestor Information – include name, department, and phone#.
5. Requester Comments – please include the “Order From” address here if available. This field will not be used for Employee requests.
6. Select the type of request:
   a. New Supplier
   b. Change existing Supplier information
   c. Move existing SAP Supplier to eSHOP
   d. Remove Supplier from eSHOP
7. Select the checkbox when entering a Foreign Supplier.
8. Payment Information
   a. Company (ex. LLC, INC)
   b. Individual (if svc provided in the state of NE, complete/attach an attestation form)
   c. Employee (Enter the department/work address). Payment is normally via ACH.
9. W-9 Status – select ONE choice
   a. Not Requested
   b. Requested
   c. Employee (W-9 not required)
10. Internal Attachments – Follow instructions for your campus