



If you need to update or request a new vendor, you must complete and submit a Vendor Request form with the details of the change, which will be routed to Procurement Services to process.



- You cannot add a line to an existing Purchase Order. You must submit a new shopping cart containing the additional items.

- 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.

The screenshot shows the Vendor Request Form with several sections. Red boxes highlight key areas:

- A**: Requester Comments field.
- B**: Radio button for "Change Existing Supplier".
- C**: Radio button for "Add SAP Supplier to eSHOP".
- D**: "Search for eSHOP suppliers" link.

- 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.

Vendor Request – Creating

- For changing an existing supplier, click the radial button and enter the Supplier Number. Add additional notes as needed to the Requestor comments found in the lower left hand corner.
- To add an SAP Supplier to eSHOP, click the radial button and enter the Supplier Number.
- Search for eSHOP or SAP suppliers easily by using the links provided.

This close-up shows the Supplier Information section. Red boxes highlight:

- B**: "Change Existing Supplier" radio button.
- C**: "Add SAP Supplier to eSHOP" radio button.
- D**: "Search for eSHOP suppliers" link.

- Once you've completed the form, choose Add and go to Cart from the Available Actions drop-down at the top and click **Go**.

- 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:

- If you need to update or request a new vendor, you must complete and submit a Vendor Request form with the details of the change, which will be routed to Procurement Services to process.
- You cannot add a line to an existing cart. You must submit a new shopping cart containing the additional items.
- 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.

Vendor Request Form
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</p> <p>Extra Address</p> <p>Remit/Street Address</p> <p>City Country State Zip</p> <p>*** Fax Number and/or Email Address <u>must</u> be provided for order to be distributed to supplier. ***</p> <p>Phone Fax Number</p> <p>Email Address</p> <p>Website (URL) Address</p> <p>If the supplier's information has changed OR you are using this form to request an SAP vendor be added to eSHOP, select an option below and include the supplier number.</p> <p>Existing Supplier? <input type="radio"/> Change Existing Supplier <input type="radio"/> Add SAP Supplier to eSHOP 8</p> <p>Supplier Number</p> <p>Instructions for searching for existing suppliers can be found below:</p> <ul style="list-style-type: none"> • Search for eSHOP suppliers • Search for SAP suppliers 9 		
<p>1 Requestor Information ?</p> <p>Requestor Name</p> <p>Requestor Department</p> <p>Requestor Phone No.</p> <p>If known, please include the "Order From" address under Requestor Comments.</p> <p>Requestor Comments 2</p> <p>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</p> <p>SSN 4</p> <p>Personnel#</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. Address – 98xxxx Nebraska Medical Center, Omaha NE 68198-xxxx)
 - d. Check box when entering a Foreign Supplier.
4. Supplier Tax ID
 - a. FEIN (for company entries, use FEIN# or SS#)
 - b. SSN
 - c. Personnel#
5. W-9 Status
 - 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 and existing supplier, click the radial button and enter the supplier number.
9. Add SAP Supplier to eSHOP – Click radial button and enter the Supplier Number.
10. View instruction on searching eSHOP or SAP suppliers easily using the links provided.