Requesting a WVU Employee be Registered as a Supplier

Suppliers must be registered with West Virginia University before an employee can request to make a purchase/payment. A WVU employee will need to be registered as a supplier when you need to pay the employee for a service (e.g., services, royalty).

Registration is **not** needed if you need to reimburse an employee **only** for travel or other out-of-pocket expenses.

When a true payment for services is needed, the New Supplier – WVU Employee form will need to be submitted, which the PCPS Supplier Registration team will then use to set up the employee as a supplier.

**Note:** Research Corporation and WVU Hospitality employees are treated as suppliers in our system (not employees).


2. Confirm the WVU employee is not already registered.
   - Hover over the Suppliers icon in the left menu.
   - In the expanded menu, choose Manage Suppliers. Search for an employee by either
     - Typing the employee name in the Search Suppliers field
     - Clicking the link Search for a Supplier.

The naming format for WVU Employees in Mountaineer Marketplace is: ‘Last name, First name Middle Initial’ (e.g., Smith, John M).
3. If you do not locate the employee, select **New Supplier - WVU Employee** from the Supplier Request Forms on the main dashboard.

4. Read the instructions and click **Next**.

5. In the Form Name field, enter the name of the employee and click **Next**.
6. Click Employee Information.

7. Complete the Employee Information fields.
   a. Check the box verifying you entered the employee’s name.
   b. Enter the employee’s WVU email address. (Must contain wvu.edu)
   c. Enter the employee’s home address.

   Click Next.

8. Complete the General Section.
   a. Provide a reason for the payment.
   b. Choose the funding source (Research Corp or State).

   If you select Research Corp, you can submit an ACH Request Form if you have already completed one.

   Click Next.

   Please note: The section at the bottom of this page, CENTRAL USE ONLY, should not be updated.
9. Review and Submit shows that all sections are complete. You can click a section to review the details and make any necessary changes. Click **Submit**.

10. You can view your supplier requests by going to Suppliers > Requests > My Supplier Requests.

The system will notify you when your request has been completed. Please make sure you have the notifications turned on in your Profile in Mountaineer Marketplace. (View the [instructions](#) for Notification settings.)

If you have any questions regarding the supplier registration process, please contact PCPS at pcps@mail.wvu.edu