

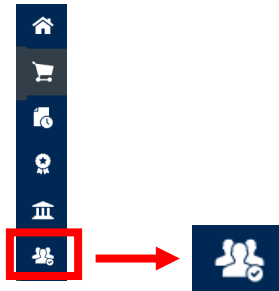
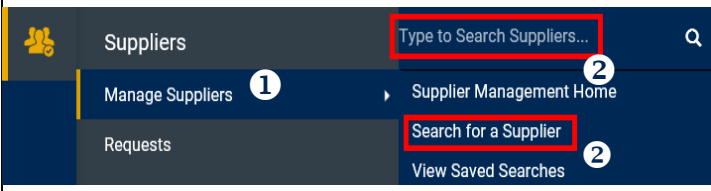
Requesting a WVU Employee be Registered as a Supplier

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).

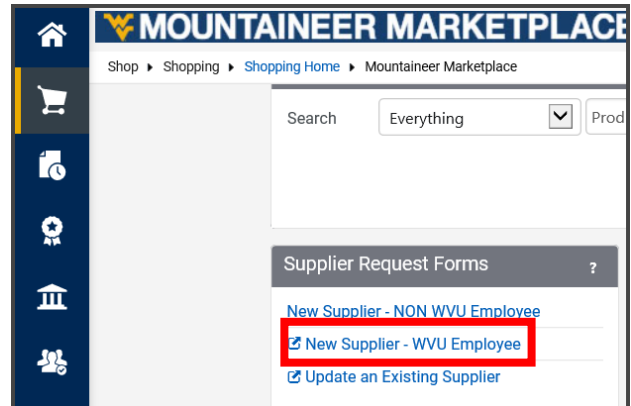
Registration is **not** needed if you need to reimburse an employee **only** for travel or other out-of-pocket expenses.

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.

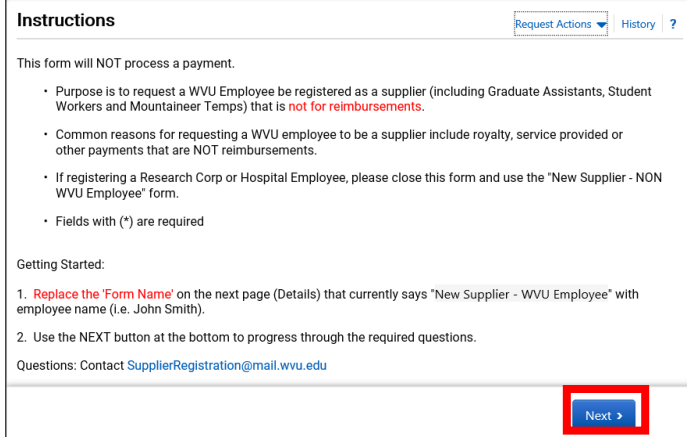
Note: Research Corporation and WVU Hospitality employees are treated as suppliers in our system (not employees).

<p>1. Access Mountaineer Marketplace.</p>	
<p>2. Confirm the WVU employee is not already registered.</p>	
<p>a) Hover over the Suppliers icon in the left menu.</p>	
<p>b) In the expanded menu, choose Manage Suppliers. Search for an employee by either</p> <ul style="list-style-type: none"> • Typing the employee name in the Search Suppliers field <p>OR</p> <ul style="list-style-type: none"> • Clicking the link Search for a Supplier. 	 <p>The naming format for WVU Employees in Mountaineer Marketplace is: 'Last name, First name Middle Initial' (e.g., Smith, John M).</p>

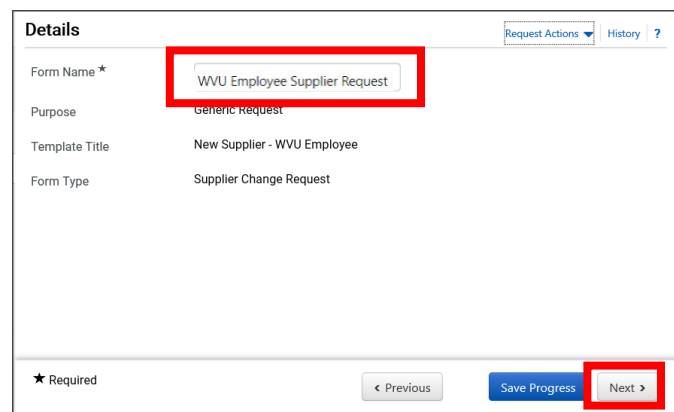
3. If you do not locate the employee, select **New Supplier - WVU Employee** from the Supplier Request Forms on the main dashboard.



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**.

The screenshot shows a 'Questions' page with a 'Progress' section. Under 'Progress', 'Employee Information' and 'General Section' are both marked as 'Incomplete'. At the bottom right, there are two buttons: '< Previous' and 'Next >'. The 'Next >' button is highlighted with a red rectangular box.

7. Complete the Employee Information fields.

- Check the box verifying you entered the employee's name.
- Enter the employee's WVU email address. (Must contain **wvu.edu**)
- Enter the employee's home address.

Click **Next**.

The screenshot shows the 'Questions - Employee Information' page. On the left is a sidebar with navigation options. The main content area has a section for 'WVU Employee Information' with a confirmation checkbox labeled 'a.', an email address input field labeled 'b.', and a home address input field labeled 'c.'. At the bottom right, there are three buttons: '< Previous', 'Save Progress', and 'Next >'. The 'Next >' button is highlighted with a red rectangular box.

8. Complete the General Section.

- Provide a reason for the payment.
- Choose the funding source (Research Corp or State).

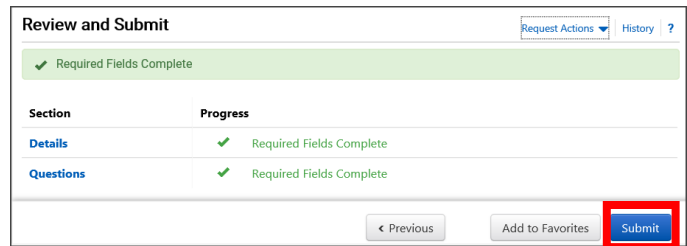
If you select Research Corp, you can submit an ACH Request Form if you have already completed one.

Click **Next**.

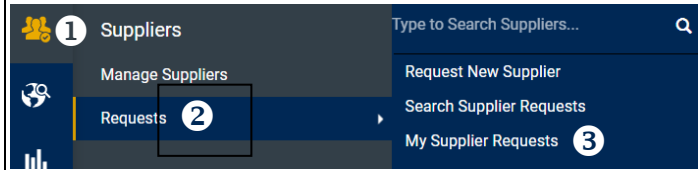
Please note: The section at the bottom of this page, CENTRAL USE ONLY, should not be updated.

The screenshot shows the 'Questions - General Section' page. It features a 'General Information' section with a text area for 'Identify Goods/Services/Reason for Payment' labeled 'a.', and a 'Funding Source' dropdown menu labeled 'b.'. Below this is a greyed-out section titled 'CENTRAL USE ONLY' with a red arrow pointing to it from the text on the left. At the bottom right, there are three buttons: '< Previous', 'Save Progress', and 'Next >'. The 'Next >' button is highlighted with a red rectangular box.

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