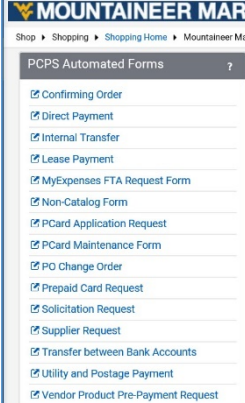

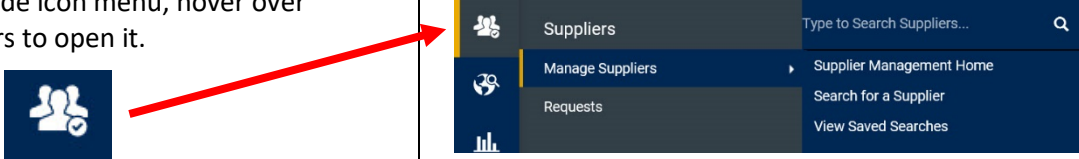

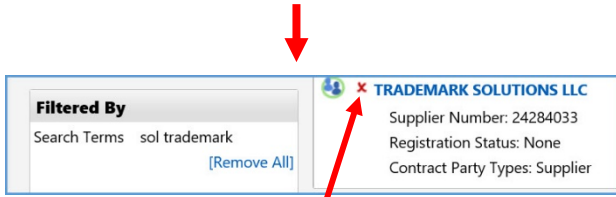
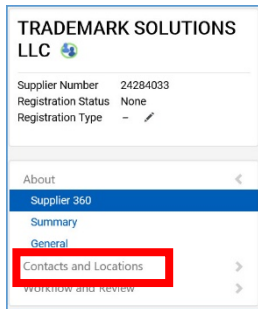
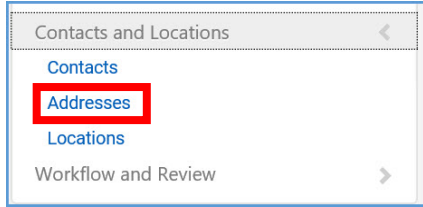


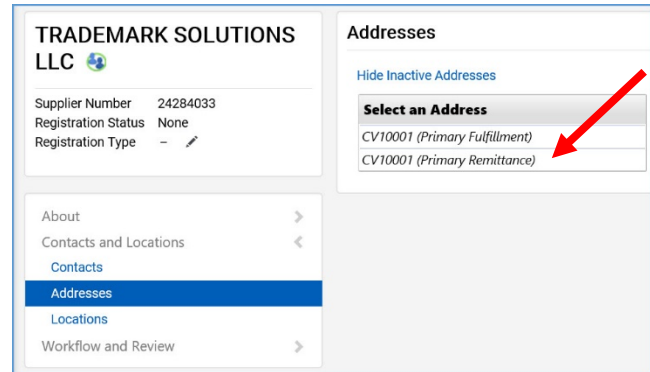
Searching for a Supplier

If a supplier is not listed in an automated form, you will need to search in the Supplier list to see if the supplier has ever done business before with WVU.

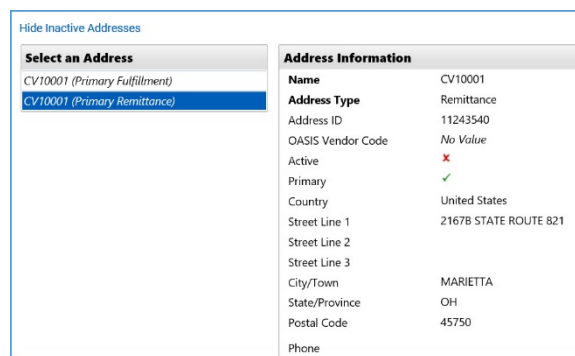
<p>1. Access Mountaineer Marketplace.</p>	
<p>2. In the list of PCPS Automated Forms on the Mountaineer Marketplace Home page, click the form applicable to your purchase/payment. Begin completing the form.</p>	
<p>3. In the Supplier field, begin typing the name of the supplier (in this example, Trademark Solutions LLC). As you type, the system will attempt to locate active suppliers.</p> <p>If the supplier is not an active supplier, a message is displayed to try searching again. This means the supplier either:</p> <ul style="list-style-type: none"> • Has done business with WVU previously but is now inactive OR • Has never done business with WVU 	
<p>4. Close the automated form without saving.</p>	
<p>5. In the side icon menu, hover over Suppliers to open it.</p>	

<p>6. In the Type to Search Suppliers field, enter the name of the Supplier.</p> <ul style="list-style-type: none"> The search is NOT case-sensitive. <ul style="list-style-type: none"> <i>TrAdEM Sol</i> will return Trademark Solutions LLC The search does not recognize the order of the name. <ul style="list-style-type: none"> <i>sol trademark</i> will return Trademark Solutions LLC Suppliers may register with abbreviations, so try searching using an abbreviation if the full name does not initially appear. 	<p>All these spellings will locate Trademark Solutions LLC</p>   <p>The "X" to the left of the name indicates the supplier is inactive. This is why the Supplier did not appear in the automated form initially.</p>
<p>7. If the Supplier did not appear, go to step 13.</p>	
<p>8. If the supplier name appears, click the name of the supplier.</p>	
<p>9. Click Contracts and Locations.</p>	
<p>10. Click Addresses in order to verify that this is the supplier you need.</p>	

10. Click the addresses to view details.

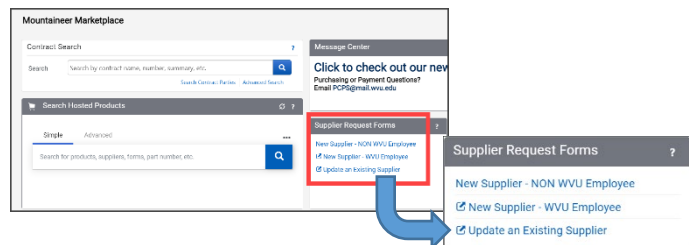


11. The details are displayed. Compare the address from the quote or invoice against the address shown here for this supplier's record.



12. If your supplier invoice or quote has this address, you can be certain this is the same supplier.

Complete and submit the **Update an Existing Supplier** form. You can indicate that this supplier needs to be reactivated.



13. Is the supplier not listed at all, or none of the addresses match?

Supplier is a WVU Employee

Supplier is **not** a WVU Employee

If the supplier is a WVU employee who needs to be paid for services (i.e., royalties), complete the **New Supplier Request – WVU Employee** form. (WVU employees do **not** need to be registered if you are reimbursing them only for expenses.)

If the supplier is **not** a WVU employee and none of the addresses listed match the address on the invoice or quote, submit a **New Supplier Request – Non WVU Employee** form. This includes WVU Research Corp employees who need to be registered as a supplier for reimbursements or services.

