

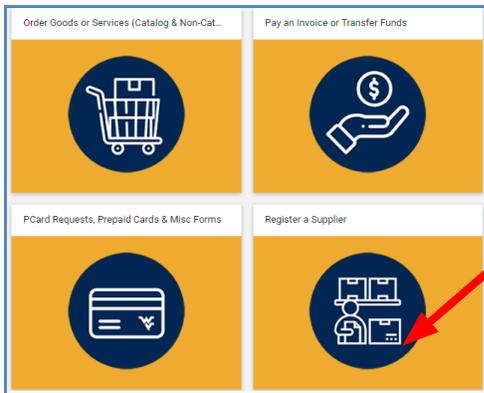
# Mountaineer Marketplace

## Verifying Supplier Registration

Suppliers must be registered with West Virginia University before an employee can request to make a purchase/payment. These steps explain how to verify that a supplier is registered.

**1** Access Mountaineer Marketplace

**2** In the Mountaineer Marketplace landing page, click the icon for **Register a Supplier**.



**3** View the instructions. After searching for a supplier (steps 4-11), you will need to refer to this chart to determine if you need to complete a form and, if so, which form. Three forms are available in the lower left corner of this screen. (Page 4, step 13.)

Need to register a supplier or update an existing supplier? The first thing to do is see if the supplier is already registered in our system.

- o Type in at least part of the supplier's name in the search field on this screen. Use the table below to help you determine what action to take.
- o Don't see the supplier's name? Submit a New Supplier - Non WVU Employee Form.

Supplier Name	Supplier Number	Registration Status	Address in Contacts/Locations Section	Action
Matches what is on your quote/invoice and <b>green check mark</b> is by the name	Present	Any	The address you need is listed	You are all set - no supplier registration action needed
Matches what is on your quote/invoice and <b>green check mark</b> is by the name	Present	Any	The address you need is not listed	The new address needs added. Submit an Update Existing Supplier Form
Matches what is on your quote/invoice but a <b>red x</b> is by the name	Present	Any	The addresss you need is listed	The new address needs added. Submit an Update Existing Supplier Form
Matches what is on your quote/invoice but a <b>red x</b> is by the name	Present	Any	The addresss you need is not listed	The supplier needs reactivated and the new address needs added. Submit an Update Existing Supplier Form
Matches what is on your quote/invoice but a <b>red x</b> is by the name	Missing	Any	Any	Another University that uses this technology may use this supplier, but the supplier is not in WVU's supplier file. Submit a New Supplier - Non WVU Employee Form
Matches what is on your quote/invoice but a <b>red x</b> is by the name	Missing	Invited	Any	Someone from the University has invited the supplier to complete registration
Can't find the name you need				Submit a New Supplier - Non WVU Employee Form

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Scroll to the bottom of the screen and enter a supplier name in the Search field. Click the magnifying glass to perform the search.

You can toggle between a simple search and an advanced search.

The image shows a 'Supplier Search' interface. At the top, there is a search bar with the placeholder text 'Enter search terms such as Legal Company Name or Supplier ID.' and a magnifying glass icon. Below the search bar, there is a button labeled 'Advanced search' which is highlighted with a red rectangular box.

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The advanced search enables you to expand your search criteria.

The image shows an 'Advanced search' form. It contains several filter fields: 'Supplier' (text input), 'Relationship' (dropdown menu), 'Type' (dropdown menu), 'Class' (dropdown menu), 'Shopping/AP Status' (dropdown menu), 'Country Of Origin' (text input with a magnifying glass icon), 'Contract Party Type' (text input with a magnifying glass icon), 'Include Organizational Nodes' (checkbox), 'Profile Last Updated By Supplier' (dropdown menu), 'Suppliers Set to Sync with ERP' (dropdown menu), 'Current Supplier Review Workflow Step' (text input with a magnifying glass icon), 'Zip Code' (text input with a 'Within 5 Miles' dropdown), and 'Supplier Contact Email Address' (text input). There is an 'Expand All' button in the top right corner.

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Click the expand button for other filters to view fields with detailed search criteria.

The image shows a navigation menu with four items: 'Registration Information', 'Products / Services', 'Company Classification', and 'Status Flags'. The 'Products / Services' item is highlighted with a red rectangular box.



The image shows the expanded 'Products / Services' filter form. It includes: 'Sales Territory' with radio buttons for 'Local', 'National', and 'State Service Area', and a 'Type to filter...' input; 'International Service Area' with a 'Type to filter...' input; 'NAICS Code' with a 'Type to filter...' input and a checkbox for 'Only Primary NAICS Code'; 'Commodity Code' with a 'Code, Description' input; and 'Keywords' with a text input.

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When the results appear, note whether the supplier has a green checkmark or a red X.

If the supplier has a green checkmark, click the Supplier name to verify the address. Go on to the next step (8) in these instructions.

✓ **DELL MARKETING LP**

Supplier Number: 11681  
 Registration Status: Profile Complete  
 Registration Type: Domestic Supplier  
 Contract Party Types: Supplier

If the supplier is not listed, or if the supplier has a red X, refer back to the supplier search instructions (page 1) and determine whether you need to complete a form.

✗ **BARRYS OFFICE SERVICE INC**

Supplier Number: 4990  
 Registration Status: None  
 Contract Party Types: Supplier

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In the side panel, click **Contacts and Locations**.

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Click **Addresses**.

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One or more addresses will be displayed. Click an address.

**Addresses**

[Show Inactive Addresses](#)

**Select an Address**

- CV20001 (Primary Fulfillment)
- CV20001 (Primary Remittance)
- ONE DELL WAY (Fulfillment)
- PAYMENT PROCESSING CENTER (Fulfillment)

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Note the address and compare it with the information you have from the supplier.

Select an Address	Address Information
CV20001 (Primary Fulfillment)	<b>Name</b> CV20001
CV20001 (Primary Remittance)	<b>Address Type</b> Fulfillment
ONE DELL WAY (Fulfillment)	<b>Address ID</b> 83221
PAYMENT PROCESSING CENTER (Fulfillment)	<b>OASIS Vendor Code</b> 000000223330
	<b>Active</b> ✓
	<b>Primary</b> ✓
	<b>Preferred Purchase Order Delivery Method</b> Electronically (cXML or EDI)
	<b>Country</b> United States
	<b>Street Line 1</b> PO BOX 643561
	<b>Street Line 2</b>
	<b>Street Line 3</b>
	<b>City/Town</b> PITTSBURGH
	<b>State/Province</b> Pennsylvania
	<b>Postal Code</b> 15264-3561
	<b>Phone</b> +1 800-274-7799
	<b>Toll Free Number</b>
	<b>Fax Number</b> +1
	<b>Notes</b>

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Refer back to the supplier search [instructions](#) and determine whether you need to complete a form.

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If you need to complete a form, locate it in the lower left corner, below the Information table. Three forms are available.

- **New Supplier - Non WVU Employee**
- **New Supplier - WVU Employee:** Payments for royalty, service provided, or other payments that are NOT reimbursements.
- **Update an Existing Supplier:** To change details about an existing supplier, such as an address change.

**Supplier Request Forms**

- [New Supplier - NON WVU Employee](#)
- [New Supplier - WVU Employee](#)
- [Update an Existing Supplier](#)

**14** 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.)