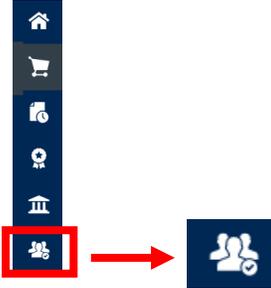
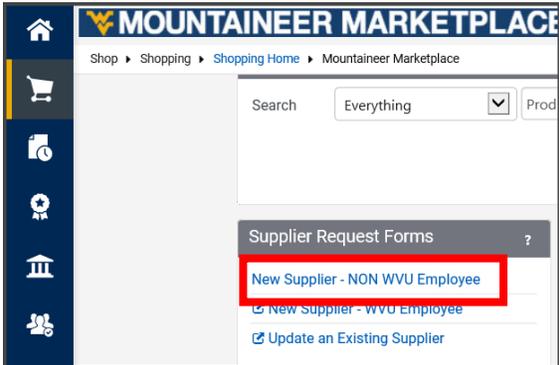
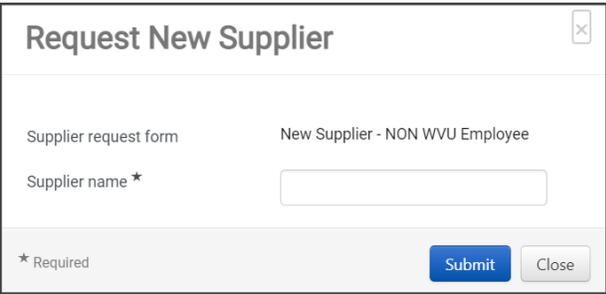
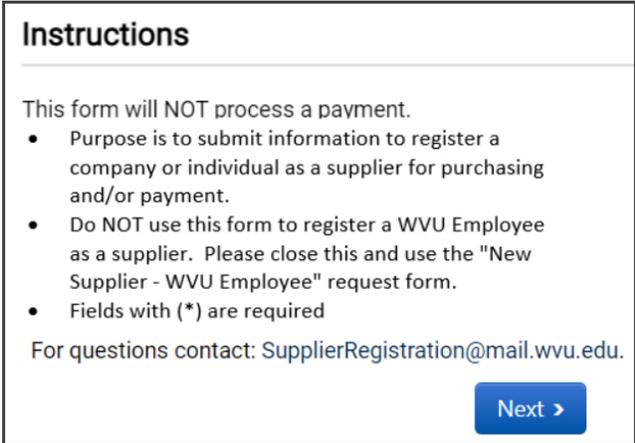
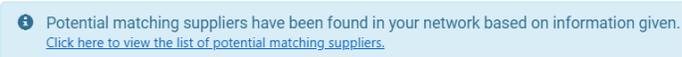


## Requesting a New Supplier Using the Supplier Request Form

Suppliers must be registered with West Virginia University before an employee can request to make a purchase/payment. WVU employees needing to register a supplier for purchases/payments must start the registration process by completing the New Supplier NON WVU Employee form. The supplier contact information provided by the employee in that form will be used by the PCPS Supplier Registration team to contact the supplier. The supplier can then submit its information in WVU's supplier portal.

<p>1. Access Mountaineer Marketplace.</p>	
<p>2. Confirm the supplier is not already registered.</p>	
<p>a. Hover over the Suppliers icon in the left menu.</p>	
<p>b. In the expanded menu, choose <b>Manage Suppliers</b>. Search for a Supplier by either</p> <ul style="list-style-type: none"> <li>• Typing the supplier name in the <b>Search Suppliers</b> field</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Clicking the link <b>Search for a Supplier</b>.</li> </ul>	
<p>3. If you do not locate the supplier, select <b>New Supplier NON WVU Employee</b> from the Supplier Request Forms on the main dashboard.</p>	

<p>4. Enter a supplier name and click <b>Submit</b>.</p>	 <p>The screenshot shows a window titled "Request New Supplier" with a close button in the top right. Below the title bar, it says "Supplier request form" and "New Supplier - NON WVU Employee". There is a text input field labeled "Supplier name *". At the bottom left, it says "* Required". At the bottom right, there are two buttons: "Submit" (in blue) and "Close" (in grey).</p>
<p>5. Click <b>Next</b>.</p>	 <p>The screenshot shows a box titled "Instructions". The text inside reads: "This form will NOT process a payment." followed by a bulleted list:         <ul style="list-style-type: none"> <li>• Purpose is to submit information to register a company or individual as a supplier for purchasing and/or payment.</li> <li>• Do NOT use this form to register a WVU Employee as a supplier. Please close this and use the "New Supplier - WVU Employee" request form.</li> <li>• Fields with (*) are required</li> </ul>         Below the list, it says "For questions contact: <a href="mailto:SupplierRegistration@mail.wvu.edu">SupplierRegistration@mail.wvu.edu</a>". At the bottom right, there is a blue button labeled "Next &gt;".       </p>
<p>6. If you enter a supplier that is already registered, you will see a message notifying you of this. You can click a link to see potential matches.</p>	 <p>The screenshot shows a light blue notification message with an information icon on the left. The text reads: "Potential matching suppliers have been found in your network based on information given. <a href="#">Click here to view the list of potential matching suppliers.</a>"</p>
<p>7. Enter required information for each section in the form, marked with an *.</p> <p>As you navigate through the form, you can click the button to save your progress.</p>	 <p>The screenshot shows a navigation bar with three buttons: "&lt; Previous" (grey), "Save Progress" (blue), and "Next &gt;" (grey).</p>

8. Enter Supplier information.

**Supplier Information**

Please enter the information below for the supplier needing to be registered.

Type of Supplier \*

- Company/Business/Non-Profit/Government Agency
- Individual (not an employee of WVU or Research Corporation)
- Research Corp Employee

Country of physical location \*

USA  Other

Supplier Name \*

ABC Company

To the best of your knowledge: Does an Employee - Supplier relationship exist? \*

Yes  No

Doing Business As (DBA)

9. Complete the supplier contact information.

This must be the contact information the Supplier Registration team will use to contact the supplier.

**This is not the contact information for the university employee submitting the request.**

**Supplier Contact Information**

Please enter the contact information the Supplier Registration team will use to contact the supplier directly.  
 Note: this is not for contact information for the WVU employee submitting the request.

First Name \*

Daniel

Last Name \*

Jones

Contact Title

Contact Phone Number \*

555-123-5678

Contact Fax Number

Email Address \*

daniel.jones@abc.com

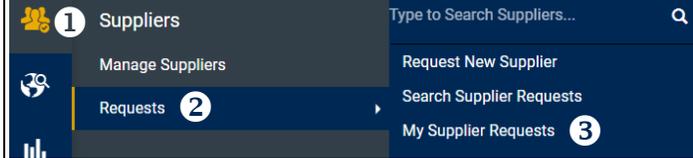
10. Complete the General Information section.

11. Click **Next** in the bottom right portion of the screen.

12. Your contact information appears here. No action is required here. Click **Next**.

13. The Review and Complete Screen gives you a last chance to check information and verify that you completed all requirements for the request. This page will tell you if the request is incomplete; if so, you can click a link to return to the incomplete section and complete it. To submit, check the certification box and click the Complete Request button.

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



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