

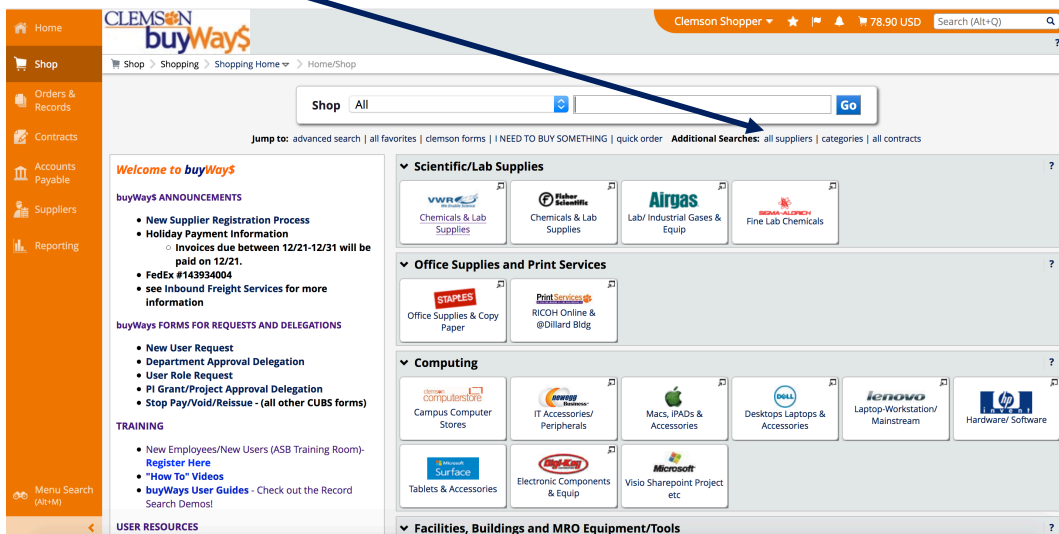
How do I request a new supplier?

A supplier is any individual or company, domestic or international, with whom we intend to conduct business with. Before the University can perform these transactions, a record for the supplier or payee must be created in the University's supplier database. Specific information is required in order to create the supplier record and ensure regulatory and tax compliance. This is a requirement when purchasing goods and services issuing a purchase order or initiating a payment.

- Before requesting a new supplier, always check to see if there is an existing record for that supplier in buyWays. (see below)
- Procurement and Business Services is available to assist with the identification of suppliers and with sourcing goods and services.
- Suppliers must be requested and approved before an order can be placed or a payment can be made.

Search for a Supplier in buyWays


From the buyWays home page, click on the supplier link under the shop bar to view/search all ACTIVE suppliers.

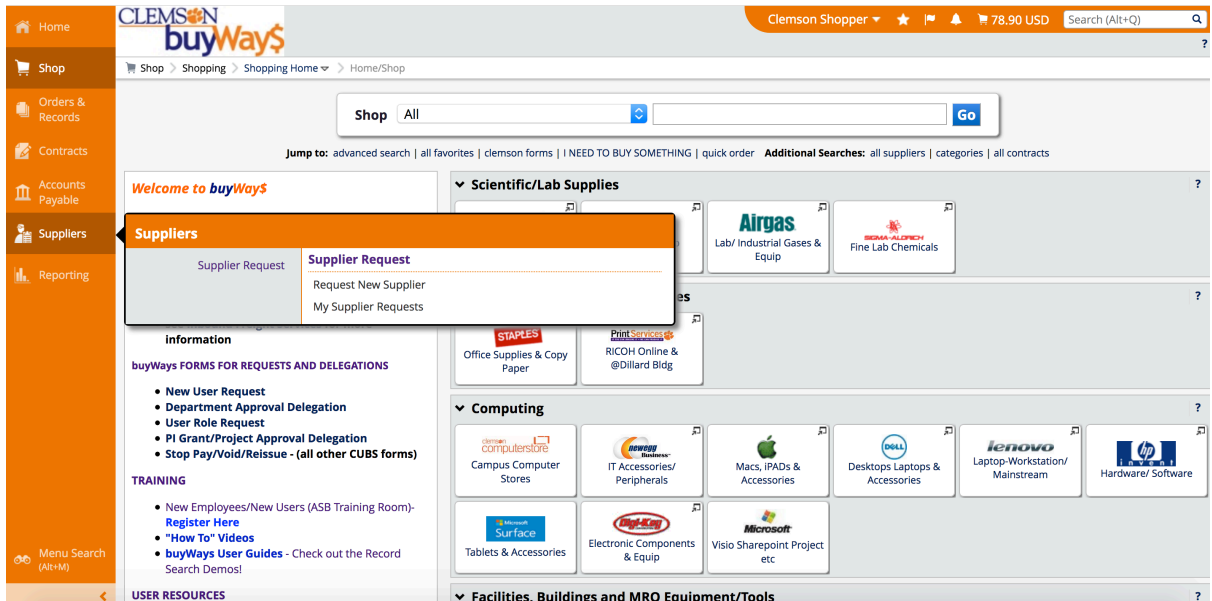


Type in the name of the supplier, click GO. If you find your supplier, no need to add them. If you do not find them in this search, continue with Request a new Supplier below.

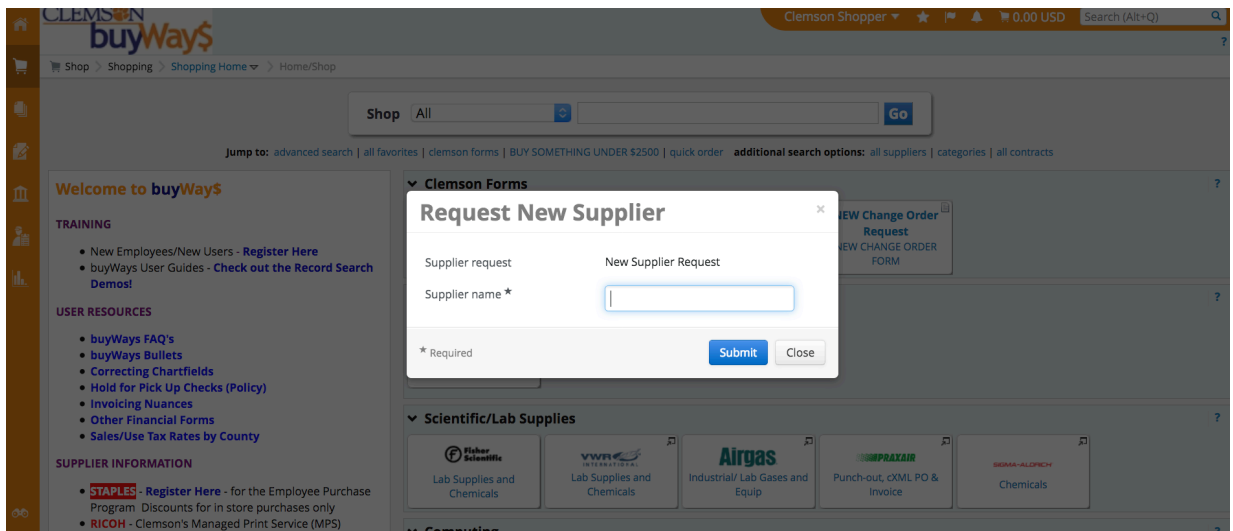


Request a new supplier in buyWays

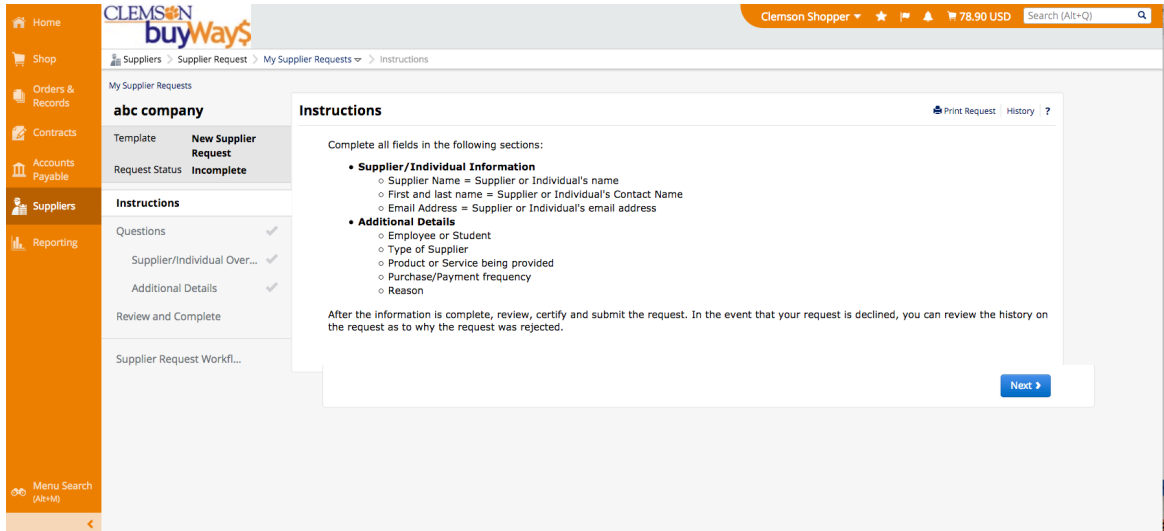
From the left navigation, click on the supplier icon , then *Supplier Request*, then *Request New Supplier*.




Type in the Supplier Name, click submit.

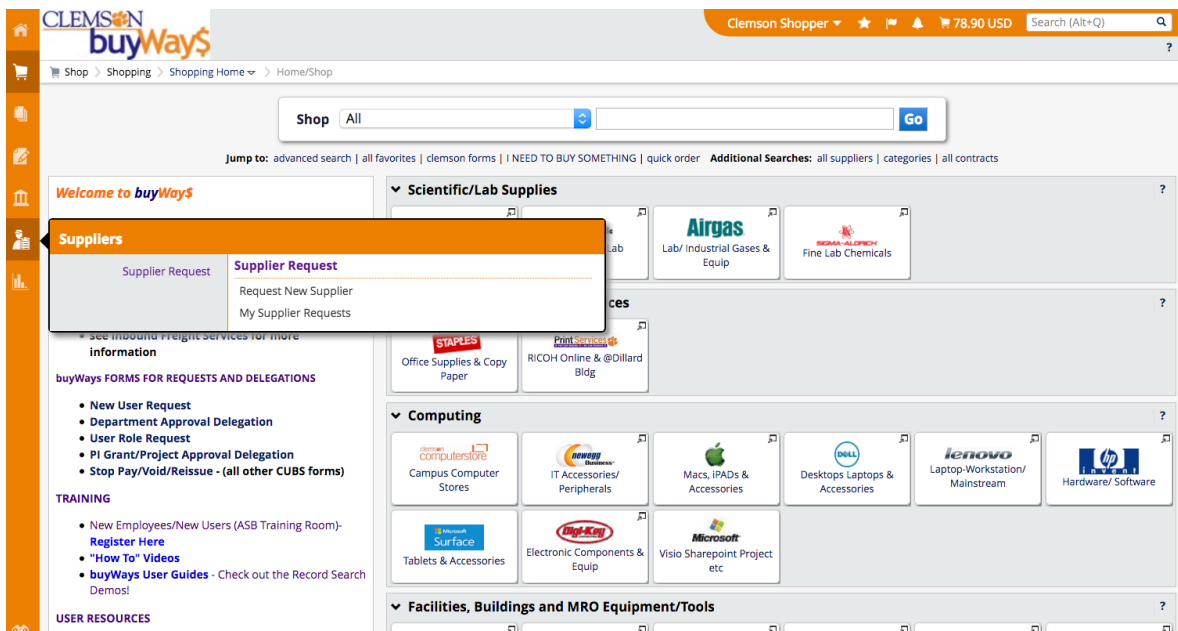


Follow the instructions and fill in the required information. Once the request has been submitted, it is routed to a buyer in Procurement and Business Services for review. The supplier may be invited to log in to the system to complete a self-registration process. You will receive an email when the initial request is approved by Procurement and Business Services and again when the supplier's self-registration is complete.

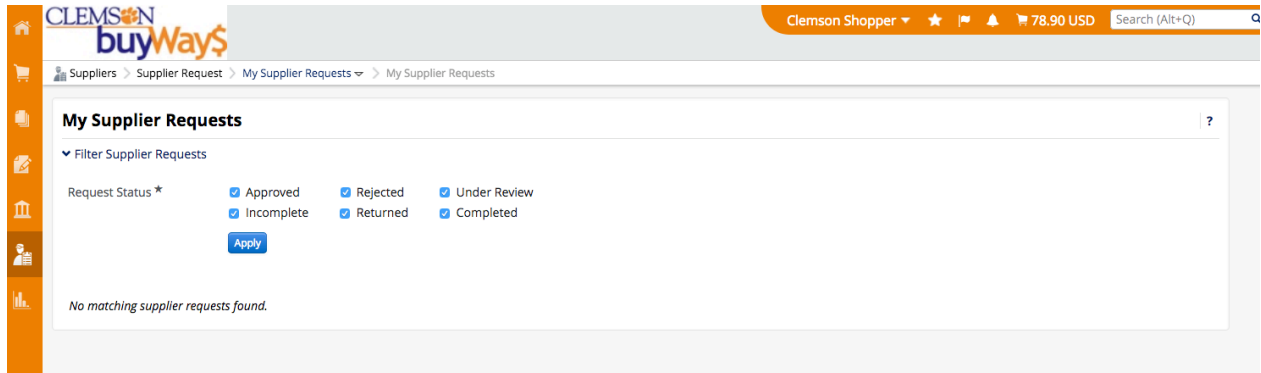


Check the status of your new supplier request

From the left navigation, click on the supplier icon , then *Supplier Request*, then *My Supplier Requests*.



Filter the Supplier Request as desired and click Apply.



If you have questions, or need assistance, please email supplier@clemsion.edu.