New Vendor Ordering

A vendor must exist in SpartanMart in order to place an order with that vendor. When you find that a vendor is not in SpartanMart, then a new supplier request must be submitted.

Vendor Taxpayer ID Form

You must start with the completion of the Vendor Taxpayer ID Form. All vendors MUST INCLUDE A FAX NUMBER or EMAIL ADDRESS for order placement.

New Supplier Order Create

Begin your order by creating a non-catalog order. Click the "non-catalog item" link.

ñ	Home	Spartanmart	All ▼ Search (Alt+Q) Q 0.00 USD 📜 🌣 🔽 🔺	1
	Shop	Dashboards • Shopping Dashboard	۵ -	+
í	Orders	Admin Dashboard AP Home Page Contract Management Dashboard Contract Requestor Dashboard Contracts+	Shopping Dashboard	
õ	Contracts	Shop		
血	Accounts Payable	Simple Advanced Go to: Favorites Go to: Favorites Search for products, suppliers, forms, part number, etc.	Forms Non-Catalog Item Quick Order Browse: Suppliers Categories Contracts Chemicals	
ĥ	Suppliers			
3 9	Sourcing			
հր	Reporting	Urgent Campus Message Showcases	s	

Type "New Supplier" into the Enter Supplier text field. Make sure to use the "New Supplier" vendor that pops up in the list, as this is what triggers the supplier form to go to Accounting for entry.

Add Non-Catalog Item						×
Existing Supplier						
New Supplier	× Q New Supplier	×				
Distribution Methods						>
Item						~
Product Description \star	Item/Part Number ★	Quantity ★ Price Estimate	Enter Packaging/I	Unit of Measure (ie: 1/EA):		
254 characters remaining	1		EA - Each	~		
Additional Details						~
Commodity Code	Q	Manufacturer Name		Product Flags	ce	
Manufacturar Part No						
★ Required fields					Save Save And Add Another	Close

Enter the items you are purchasing from the New Supplier, along with other required fields such as Commodity Code. Additionally, mark whether the item is any of the Health, Safety, or Environmental types that appear on the screen. Click **"Save and Add Another"** or **"Save"** when finished entering all line items.

Add Non-Catalog Item						×
Existing Supplier						
New Supplier	× Q New Supplier	×				
Distribution Methods						>
Item						~
Product Description *	Item/Part Number ★	Quantity * Price Estimate	Enter Packaging/Unit of Measure	(ie: 1/EA):		
			EA - Each 🗸			
Additional Details						~
Commodity Code	Q	Manufacturer Name		Product Flags		
Manufacturer Part No						
★ Required fields				Save	Save And Add Another	Close

Go-to your Active Cart by clicking the cart icon. (See Active Carts instructions.)

Click "Proceed to Checkout". Update all necessary and required information. (Refer to Order/Requisition Instructions

for details).

🐊 SPARTANMART		All 🔻	Search (Alt+Q)	44.80 USD	₩ ♡ № ▲ 1
Shopping Cart • Sho	pping Cart		•	•••• Assign Cart	Proceed To Checkout
Simple Advanced	ers, forms, part number, etc.		 Q	Summary Details	اد ۲
Cart Name	2023-10-25 AWBIRCHE 01			For Allysa Robinson Total (44.80 USD)	~
Description Priority	Normal 🗸			Shipping, Handling, and Ta charged by each supplier. estimation purposes, budg approvals.	ax charges are calculated and The values shown here are for get checking, and workflow
Freight/Handling Pre-	~			Subtotal *	44.80

Edit the "Internal Note" and enter the new supplier's name. Click the "add attachment..." link under the internal attachments and attach the Vendor Taxpayer ID Form that the supplier completed.

Requisition	178626579					۲	🖶 🕐 … Assign Car	t Place Order
Summary	Taxes/S&H	PO Preview	Comments Attac	hments Histo	ry			
Values vary by	line. Copy to other lines					, ,	Summary	→
Chart		Index	Acc	count	Activity		Draf	t
G G		117042 Purchasing	201 Offic	110 ce Supp/Equip Non-capital	no value		Total (44.80 USD) Shipping, Handling, and Tax cl	∽ narges are calculated and
Internal Note	s and Attachments		₽ E	xternal Notes and A	ttachments	ø v	charged by each supplier. The estimation purposes, budget of	values shown here are for checking, and workflow
Internal Note Internal Attach	no value nents Add)	N A si	ote to all Suppliers ttachments for all uppliers	no value Add		approvais. Subtotal Shipping	44.80 0.00

The Internal Note shows the vendor name (in this example: McDonald Industries) and the form attachment (in this example "New Vendor Taxpayer...docx (12k)": Click save.

Add Attachments		×		
Attachment Type	● File ◯ Link			
File(s) *	Drop File or Browse		Internal Notes and Attachments	··· E
	Max. File Size: 24.41 MB		Internal Note McDonald Industries	N
	New Suppiler W9 Tax form.pdf	✓ Î	Internal Attachments Date A	idd s
			✓ New Suppiler W9 Tax form.pdf 1725/2023 ···	
★ Required fields	Save Changes	Close	5 Items	

New Supplier Order Approval Flow

The flow of a new supplier order is shown below. It will flow to Accounts Payable. Accounts Payable will establish the new vendor in Banner and the new vendor will sync over to SpartanMart. Accounts Payable will mark the new supplier step complete. Banner Budget is then checked and the requisition will flow to Purchasing. Purchasing will change the vendor on your requisition from "New Supplier" to the vendor you requested. They will place the purchase order and the order will continue like all other purchase orders.

Orientation: Horizontal ▼ New Supplier Approval Banner Budget Authorization Future → Future → view approvers Future →	Orientation: Horizontal ▼ New Supplier Approval Future → View approvers Purchasing Buyer Review Future → view approvers Purchasing Buyer Review Future → view approvers	Red	quisition PR Approvals PO Previ	iew Comments Attachments (1) History			â
Orientation: Horizontal New Supplier Approval Banner Budget Authorization Future → Future → view approvers Future →	Orientation: Horizontal ▼ New Supplier Approval Banner Budget Authorization Future → Future → view approvers Future →						
New Supplier Approval Banner Budget Authorization Purchasing Buyer Review Create PO Future → Future → Future → Future → view approvers view approvers is approvers	New Supplier Approval Banner Budget Authorization Purchasing Buyer Review imit Create PO Future → Future → Future → Future → view approvers view approvers Future →	Ori	ientation: Horizontal 👻				
Future→ Future→ Future→ Future→ view approvers view approvers view approvers	Future Future Future Future view approvers view approvers Future ,		New Supplier American	Banner Budget Authorization	Purchasing Buyer Review	reate PO	
view approvers view approvers	view approvers view approvers		New Supplier Approval				
			Future	Future →	Future 🔿	Future 🔿	

The vendor will now appear in the supplier list to be used for future orders.