# 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.
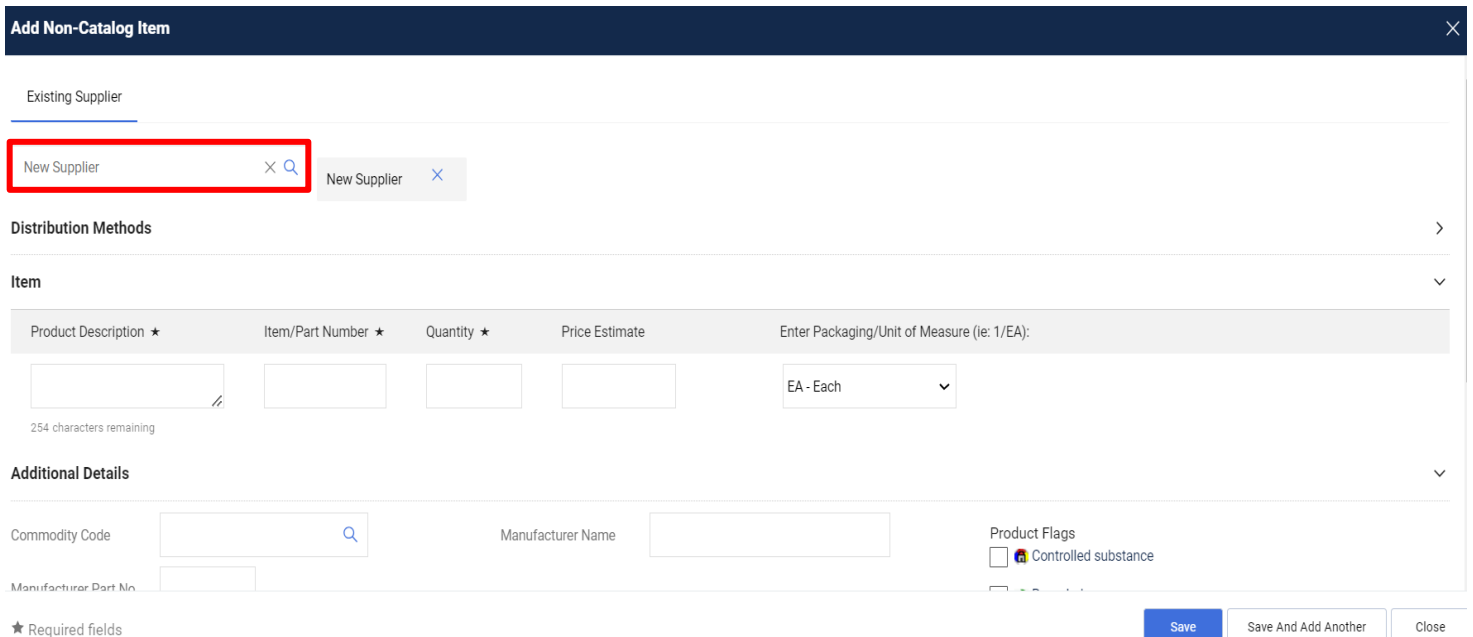
Vendor Taxpayer ID Form

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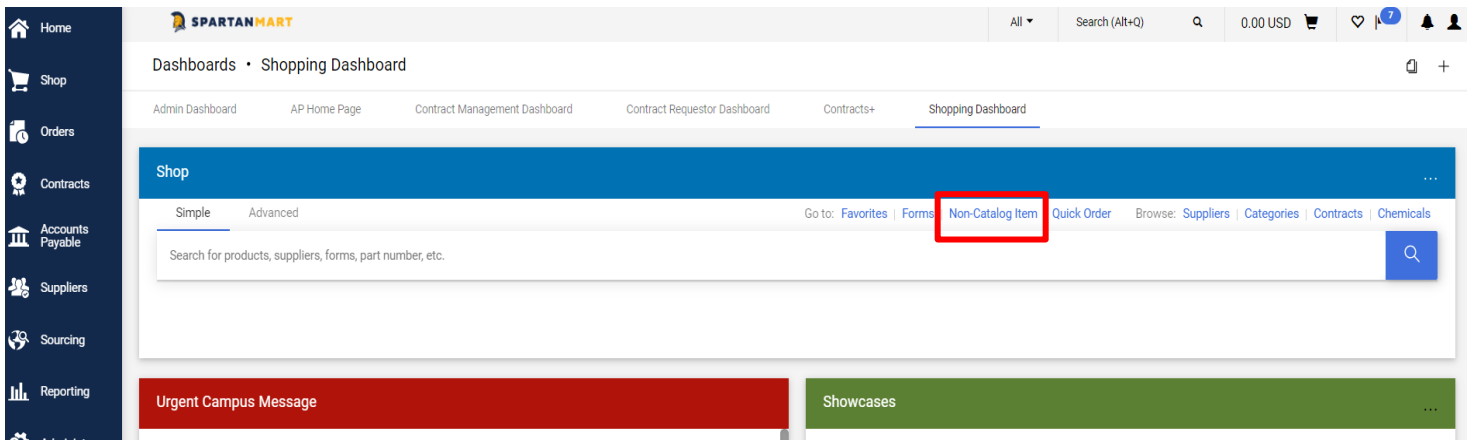
Type "New Supplier" into the Enter Supplier text field. Make sure to use the "New Supplier" vendor that pops up in the list, as this is what triggers the supplier form to go to Accounting for entry.

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.

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).

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.

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.

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.

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