

# New Vendor Ordering

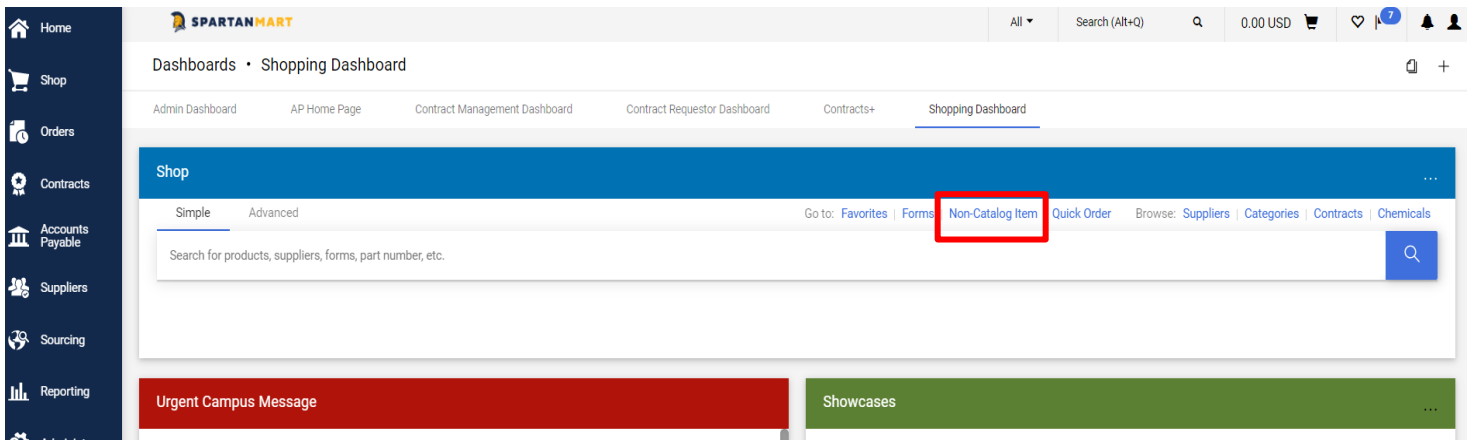
A vendor must exist in SpartanMart in order to place an order with that vendor. When you find that a vendor is not in SpartanMart, then a new supplier request must be submitted.

## Vendor Taxpayer ID Form

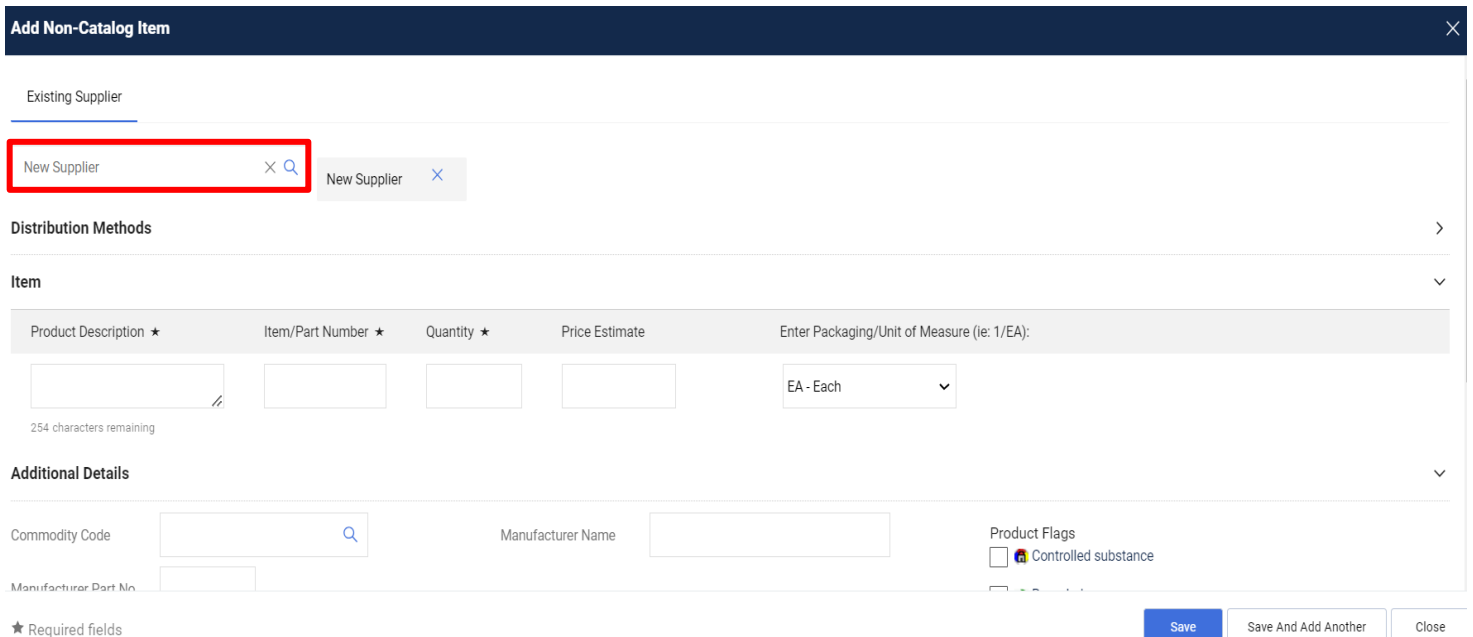
You must start with the completion of the Vendor Taxpayer ID Form. All vendors MUST INCLUDE A FAX NUMBER or EMAIL ADDRESS for order placement.

## 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.





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

Assign Cart Place Order

Summary Taxes/S&H PO Preview Comments Attachments History

**Accounting Codes**

Values vary by line. Copy to other lines

Chart	Index	Account	Activity
G	117042	201110	no value
G	Purchasing	Office Supp/Equip Non-capital	

**Internal Notes and Attachments**

Internal Note no value

Internal Attachments **Add**

**External Notes and Attachments**

Note to all Suppliers no value

Attachments for all suppliers **Add**

**Summary**

**Draft**

**Total (44.80 USD)**

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 44.80

Shipping 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**

Max. File Size: 24.41 MB

New Supplier W9 Tax form.pdf

**Save Changes** Close

**Internal Notes and Attachments**

Internal Note McDonald Industries

Internal Attachments Date **Add**

New Supplier W9 Tax form.pdf 11/25/2023

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.

Requisition **PR Approvals** PO Preview Comments Attachments (1) History

Orientation: Horizontal

**New Supplier Approval**  
Future →  
view approvers

**Banner Budget Authorization**  
Future →

**Purchasing Buyer Review**  
Future →  
view approvers

**Create PO**  
Future →

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