When requesting a New Supplier in UShop, please provide at least the **company name and email address**. The Supplier set-up team will contact the supplier to obtain other needed information.

### 1. Purchase Request form

A new supplier should be requested at the time an order is to be placed. Open the Purchase Request form.

Start typing the name of the desired supplier to populate the *Enter Supplier* field.

If the supplier is not yet enabled in UShop, the system will display the message, "Try searching again". This lets you know that you must request a New Supplier.
2. New Supplier Details

1. Type the words "New Supplier" in the Enter Supplier field.

2. Complete all of the fields under New Supplier Details. Provide enough information for the supplier set up team to contact the correct supplier. Please provide at least the company name and email address.

After providing the New Supplier Details, you may proceed to complete the rest of the form and submit your order. When the new supplier is activated, the name on the form will be changed and your order will continue through requisition workflow.
3. PCard Only Suppliers
Some suppliers accept payment only through credit card and will not accept a PO from UShop. Before requesting a New Supplier, you may choose to check the PCard Only Suppliers list to see if the supplier you need has already been contacted about being enabled in UShop.