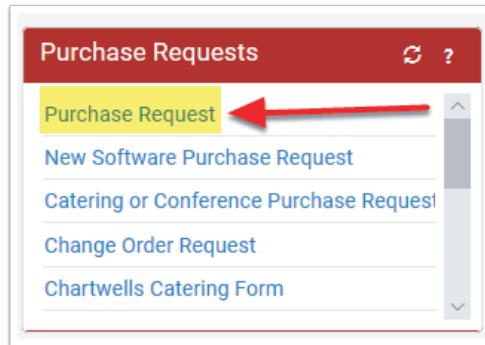


When requesting a New Supplier in UShop, please provide at least the **company name and email address**. The Supplier set-up team will contact the supplier to obtain other needed information.

## 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.

Enter Supplier

or  
Supplier Search

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.

**Supplier** box below, and fill in the **New Supplier Details** section. You may search for existing PeopleSoft vendors using the [Vendor Search](#) web app available in CIS.

Enter Supplier

Try searching again

## 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.

Supplier Information

Please search for your supplier using the **Enter Supplier** field. If your supplier is not yet available in UShop, type "New Supplier" in the **Enter Supplier** box below, and fill in the **New Supplier Details** section. You may search for existing PeopleSoft vendors using the [Vendor Search](#) web app available in CIS.

Supplier

1

New Supplier

more info...

select different supplier

Fulfillment Address

Fulfillment Address 1: (preferred)

PO Dispatch

The system will distribute purchase orders using the method(s) indicated below:

Check this box to customize order distribution information.

Email (HTML Body)

ushop@utah.edu

New Supplier Details:

2

Supplier Name

Truman University -

If you have a contact name or phone number for the supplier, you may enter it below. This helps the Supplier Enablement Team in processing your request.

Contact Name and/or Phone Number

Enter either an email address (preferred) or fax number where purchase orders will be distributed to the supplier when orders are placed.

PO Email Address or Fax Number (used to distribute the PO to the supplier)

Supplier Address

1000 characters remaining

expand | clear

Additional Supplier Information

### 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.

