UVM New Supplier Request

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Background and Overview

The New Supplier Request form allows users to submit a request within PeopleSoft for a new supplier when needed to create a requisition or submit a check request.

Note: Users should thoroughly review the list of existing suppliers prior to submitting a New Supplier Request form. You can use the query UV_SUPPLIER_LOOKUP to lookup existing suppliers. When using the UV_SUPPLIER_LOOKUP, you should use a wildcard (%) on either end of the search criteria. Also, to maximize your search, use minimal criteria. For example, when searching for Black Mountain Mechanical enter %Black% in the Supplier Name prompt field.

New Supplier Request Instructions

Create a New Supplier Request

- Log in to PeopleSoft Financials
- On the UVM Employee Homepage click the Procurement tile

- Click the UVM New Supplier Request

Other navigation option:
- UVM Business Manager WorkCenter, Purchasing & Accounts Payable, New Supplier Request Form.
- NavBar Menu Employee Self Service, Procurement, New_Supplier_Request

- Click the Add a New Value Tab

- Use the Lookup to select SUPPLIER. Press the magnifying glass to search for the New Supplier Request.

- Select Supplier New_Supplier_Request

1. A link to the Supplier Lookup query to search for existing suppliers. Make sure to thoroughly check that the supplier being requested does not already exist. If it does exist but the status is inactive, contact supplier@uvm.edu to determine what additional information may be required to reactivate the supplier.

    Below is a screen shot of the query, search fields, and sample results

On the Form tab, there is the option to Cancel the Approval (for example, an attachment needs to be

This screenshot displays approved supplier requests, with the new PeopleSoft supplier number. Use this supplier number on your requisitions and check requests.

>You will receive a PeopleSoft system generated email for either an approval or denial of the request. If the request is denied, it can be corrected and resubmitted.

Supplier Status – Another way to check on new supplier requests is to utilize the New Supplier Request pivot grid. Navigation in the Business Managers Workcenter.

Frequently Asked Questions

I received a notification about my supplier. Now what?

The first email you would receive is a system generated message stating that the supplier is being processed and is pending final approval. You can find the new supplier number in PeopleSoft on the New Supplier Request Form page, Find an Existing Value tab. Also, there is be a supplier pivot grid where you can check for more information.

How will I know when the new supplier has been approved?

You will receive an automated email notification when the request is pending approval. This is the first step in creating the supplier. Disbursement needs to complete additional steps to set up the supplier. You can find the new supplier number in PeopleSoft on the New Supplier Request Form page, Find an Existing Value tab.

How do I find the new supplier number?

Once Disbursement has completed the supplier approval process, you can see the new supplier number in the Find an Existing Value, Document Key String. The numeric value is the new supplier number. For example, 0000057473 is the new supplier number in Sequence Number 5.

Why did my new supplier request get denied?

Reasons for denying or sending back include:
- Failed TIN match—the Disbursement Center confirms with the IRS that a name (personal or business) matches the EIN / SSN / TIN given.
  - The individual's name and social security number don't match the IRS
  - The company's name and TIN don't match the IRS.
- No attachment (all new supplier requests must have a current IRS or UVM New Supplier W-9 Form attached).
- Supplier already exists.
- There is no contact information
If the request is denied, it can be corrected and resubmitted.

Resources/Help

Help/Footprints

If you have questions about information in this document, or, if after reading it, you cannot find the information you need, please submit a PeopleSoft help desk ticket in Footprints

Relevant UVM Policies and Procedures
- University Procurement Policy
- University Policies and Operating Procedures

Training
- Supplier Form training video – 10 minutes
- UFS Roadshow Training Topics (PDF)
- Professional Development & Training Classes

Relevant UVM Departments
- Disbursement Center
- Purchasing Services
- University Financial Services

Suggestions? Updates?
- Send an email to PS9-1Upgrade@uvm.edu