



How to Set Up a New Supplier in SupplyNet

Step 1: Search SupplyNet for your Supplier by entering the name in the supplier field. If no results are found, proceed to setting up a new Supplier.

Step 2: Download the New Supplier Request form on the [SupplyNet homepage](#) and email it to your Supplier contact for completion. **Note: This form is mandatory and must be completed by the supplier, not a university employee.**

A link to the form with instructions can be found by clicking on the icon below .

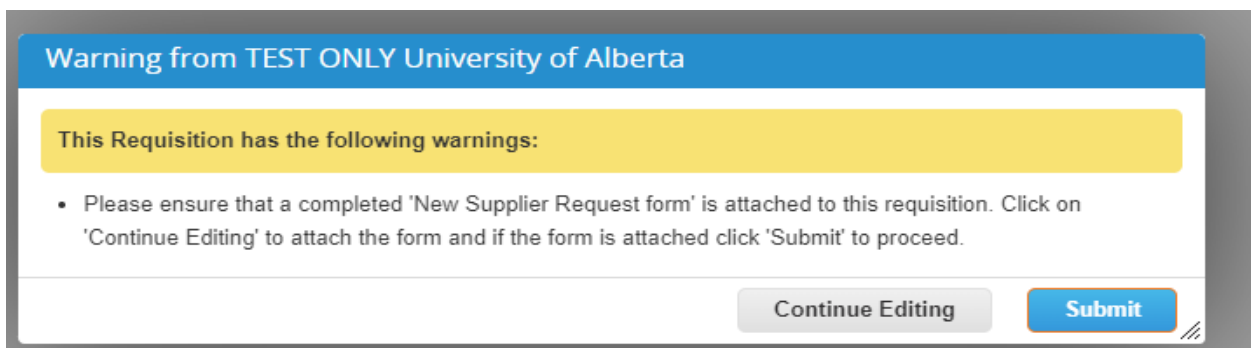
***New Supplier Set up Process*



Step 3: When the completed form is returned to you by the Supplier:

- a. Initiate Freeform requisition
- b. Attach completed form to Requisition along with supporting documents e.g., quotation (if applicable)
- c. Confirm "Supplier - New" is selected as the Supplier
- d. Submit for Approval

Note: You will receive a warning message as a reminder to attach the form. This message will appear when clicking Submit for Approval. The warning message will appear as follows:



Procurement and Contract Management (PCM) will receive the requisition, validate that all required information has been completed and submit for Supplier set-up to Shared Services.



Direct Pay and Payment Requests Suppliers (PeopleSoft only)

The New Supplier Request form will also be used for suppliers that only exist in PeopleSoft and that are not set up in SupplyNet.

How to get a New Supplier Set Up in PeopleSoft only

Step 1: Search PeopleSoft Financials for your supplier. See [How To Look Up A Supplier \(Vendor\) ID](#). If no results are found proceed to setting up a new Supplier.

Step 2: Download the New Supplier Request form from the [Finance, Procurement and Planning Forms Cabinet](#) (under Accounts Payable). Email it to your supplier contact to complete.

NOTE: This form is mandatory and must be completed by the supplier, not a university employee.

Step 3: When the completed form is returned back to you, submit it along with the Direct Pay invoice or Payment Request form, through the applicable service catalog request in the [Staff Service Centre](#).

Changes to a Supplier Record (ID)

If the Supplier search in PeopleSoft Financials (Step 1 above) returns a supplier ID, but the address is different from what you have, download the Supplier Change Request form from the [Finance, Procurement and Planning Forms Cabinet](#) (under Accounts Payable). Email it to your supplier contact for them to complete. **NOTE:** This form is mandatory and must be completed by the supplier, not a university employee.

This form can either be returned back to you for you to include with your Direct Pay invoice or Payment Request form submission. Or, the supplier can submit directly to the Staff Service Centre, however, there must be a current transaction pending for this supplier.

Use of the Corporate Purchasing Card

We encourage using the [Corporate Purchasing Card \(PCard\)](#) for eligible purchases below \$5,000. In such cases, a Supplier/Vendor record is not required. Only proceed with the New Supplier set up if PCard is not an option.

Some examples of transactions where a PCard cannot be used:

- Suppliers that do not accept credit card payments.
- Contract for Service with an individual (requires a purchase order).
- The product is a restricted or controlled good (requires a purchase order).
- Other situations as noted [here](#).

If you require additional information, please contact the [Staff Service Centre](#).