

• Click the Hamburger menu and click Request Supplier.

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• Click **Request Supplier** button.

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- Complete the Request New Supplier form with **Supplier Name**, **Contact Name**, **Contact Email**, **Contact Phone** and **Suggested TAG**.
- Forward Request To click the drop down arrow and select Sherry Rudasill.
- Please put the supplier address in the **Reason** box. The **Reason** should also state what goods or services will be purchased from this supplier and approximately how often the supplier will be used.
- If you are requesting an Honorarium, please complete Type of Honorarium, Date of Visit and Objective of Visit fields.
- If you are requesting a **Non-Employee Reimbursement**, please ensure you have included the address in the **Reason** field. Then click the check box.
- If you are requesting a **Student Reimbursement**, please ensure you have included the student's ID number, anticipated graduation year and campus mailbox number in the **Reason** field. Then click the check box.
- If you have a document you would like to attach to this request, click **Add Attachment**. Please attach any invoices, quotes or any other informative document you have from the supplier.

NOTE – attaching the invoice here does not fulfill the requirement to send it to Accounts Payable to be paid. Click **Send.**

Supplier Name *	The Test Group	
Contact's First Name	Rhonda	
Contact's Last Name	Williams	
Contact Email	rwilliams@gmail.com	
Contact Phone	717 444-4444 Ext.	
Forward * ? Request To		
Reason *	Will purchase uniforms and supplies from this vendor. We will use this vendor a number of times throughout the year. 555 Group Road Testing, PA 77777	
Suggested TAG 🛛 🕄	Uniforms	
HONORARIUM	HONORARIUM	
Required	Please complete the following fields if you are requesting a honorarium	n
Type of Honorarium	•	
Date of visit:	7	
Objective of visit:		
NON-EMPLOYEE EIMBURSEMENT	NON-EMPLOYEE REIMBURSEMENT	
Required information	Have you included the address where the check should be the Reason field?	sent ir
STUDENT EIMBURSEMENT	STUDENT REIMBURSEMENT	
Required Information	Have you included the student's ID number, anticipated gra year and campus mailbox number in the Reason field?	duatio

- Sherry Rudasill will then contact the supplier and forward the appropriate forms to be completed.
- If you would like to view the requests you have entered, click the **Hamburger menu** and click **Request Supplier** again.
- Click Actions ..., then View Requests to see previously made request.

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	✓ The request for su	plier The Test Group h	as been ent to user Sherry Lynn F	Rudasill-Suite 3012 - Hoffman 303.				

• You will see a list of suppliers you have requested.

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	Supplier Name			Pending	× ~	Period Last 90 Days		~	
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	Supplier	Status	Туре	Requested By	Processing User	Created On	Processed C)n	
	The Test Group	Pending	New	Beth Aumen-Suite 3031	Sherry Lynn Rudasill-Suite 3012	1/4/2019 10:15 AM			

• You cannot update a request.

01/04/2019