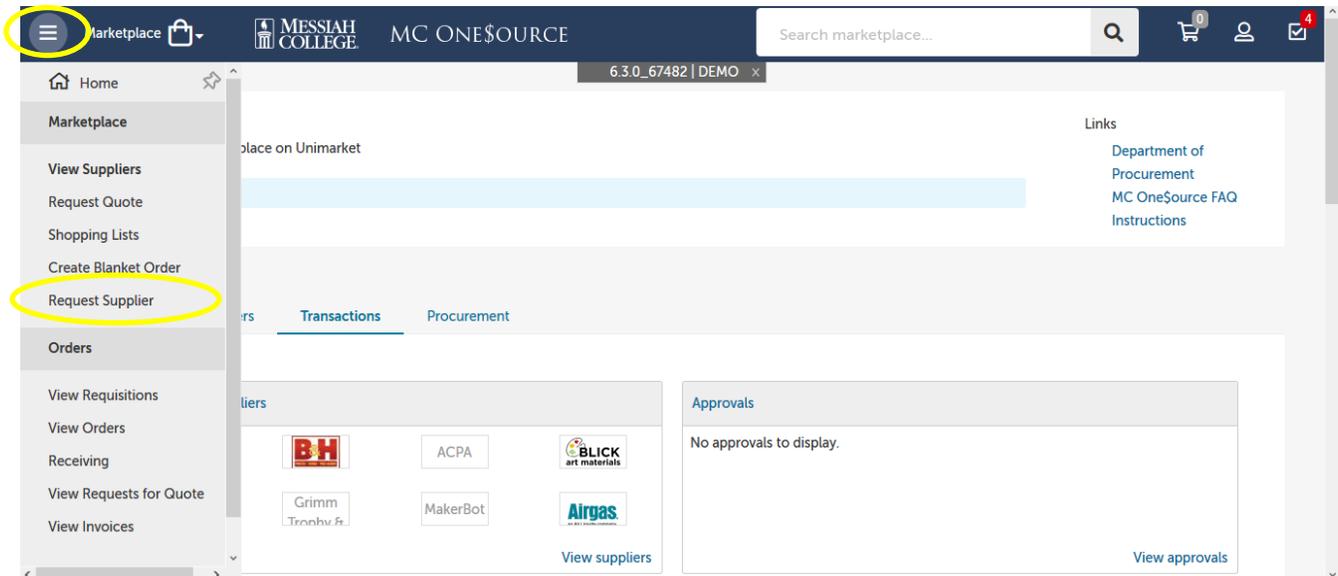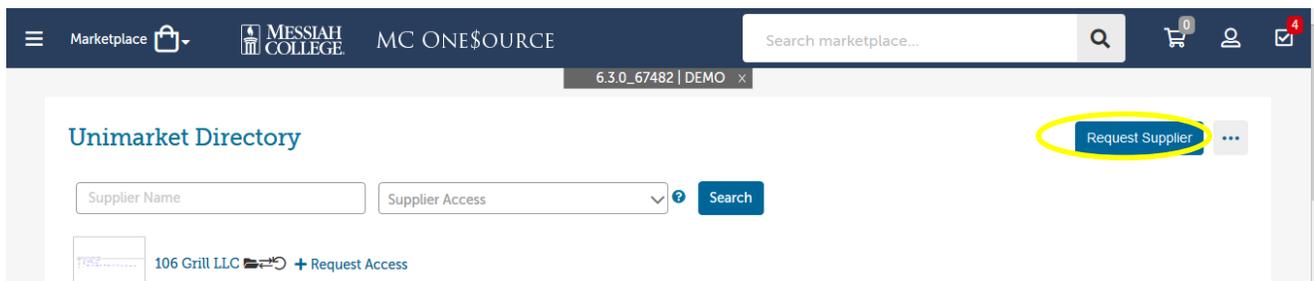- Click the **Hamburger menu** and click **Request Supplier.**

- Click **Request Supplier** button.

- 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.**

Request New Supplier

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 an honorarium
Type of Honorarium	▼
Date of visit:	[ ] 7
Objective of visit:	
NON-EMPLOYEE REIMBURSEMENT	NON-EMPLOYEE REIMBURSEMENT
Required information	☐ Have you included the address where the check should be sent in the Reason field?
STUDENT REIMBURSEMENT	STUDENT REIMBURSEMENT
Required Information	☐ Have you included the student's ID number, anticipated graduation year and campus mailbox number in the Reason field?
Attachments	➕ Add Attachment »

Send   Cancel

- 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.
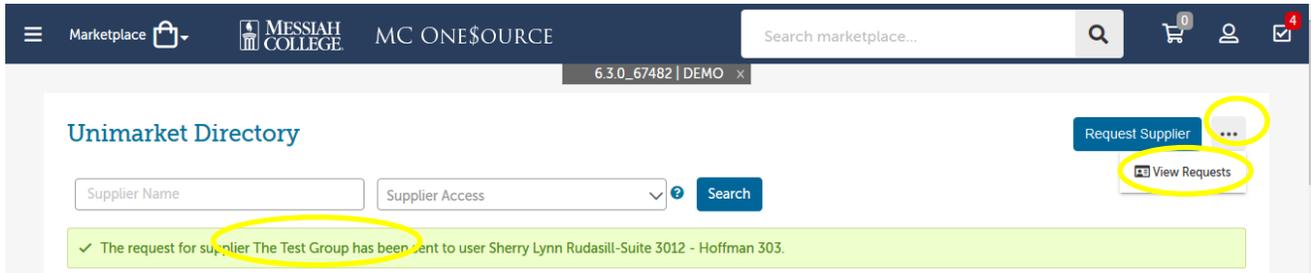
- You will see a list of suppliers you have requested.
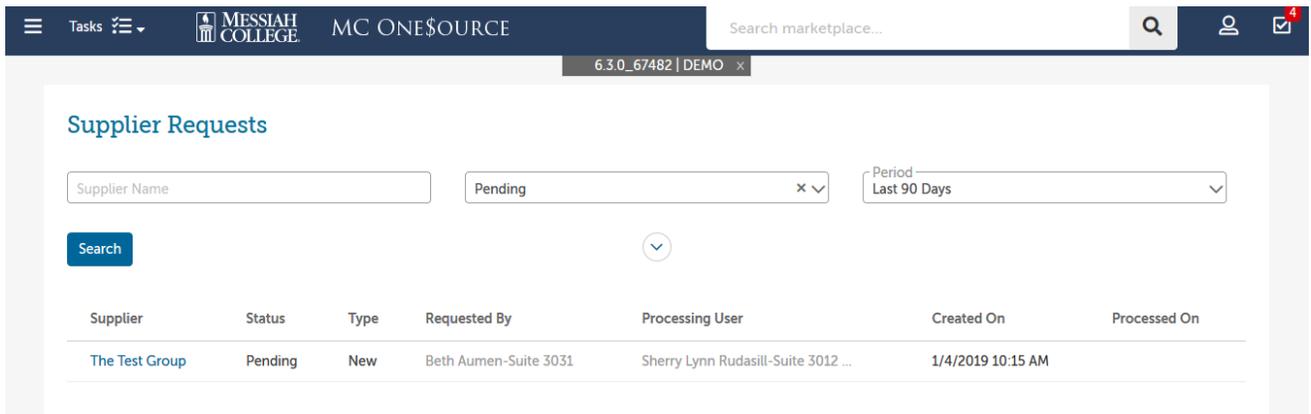
- You cannot update a request.

01/04/2019