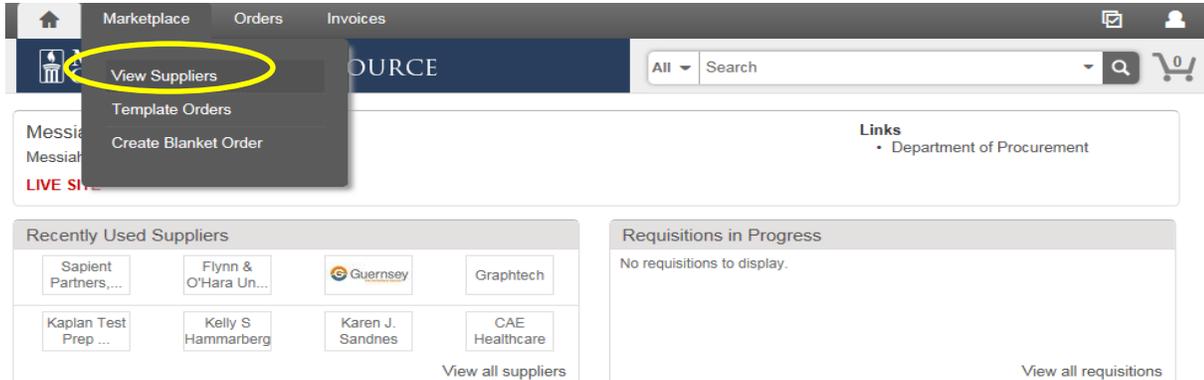
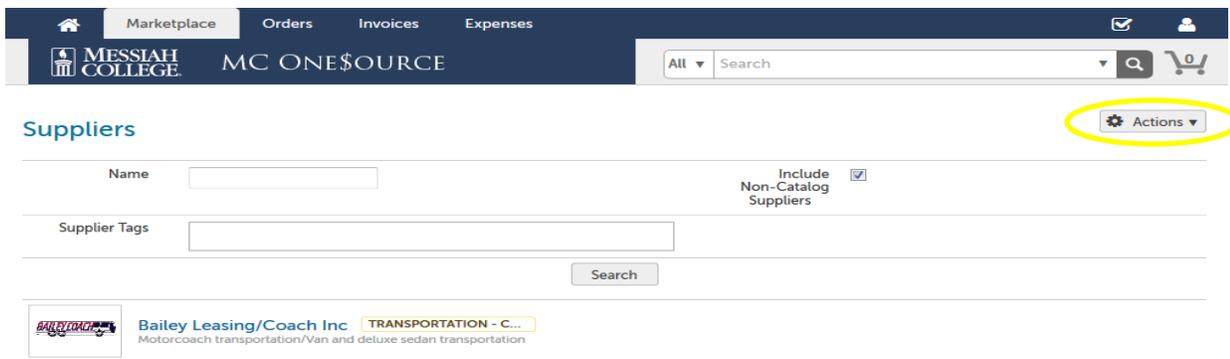


- From the dashboard, click **Marketplace** and click **View Suppliers**.



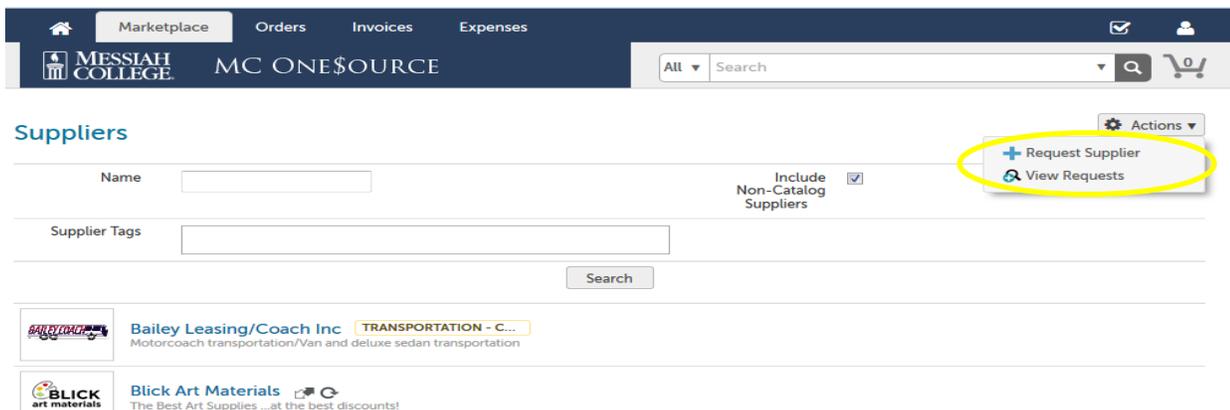
The screenshot shows the MC OneSource dashboard. The top navigation bar includes 'Marketplace', 'Orders', and 'Invoices'. A dropdown menu is open under 'Marketplace', with 'View Suppliers' highlighted in a yellow circle. Other options in the menu include 'Template Orders' and 'Create Blanket Order'. The dashboard also features a search bar, a shopping cart icon, and sections for 'Recently Used Suppliers' and 'Requisitions in Progress'.

- Click **Actions**



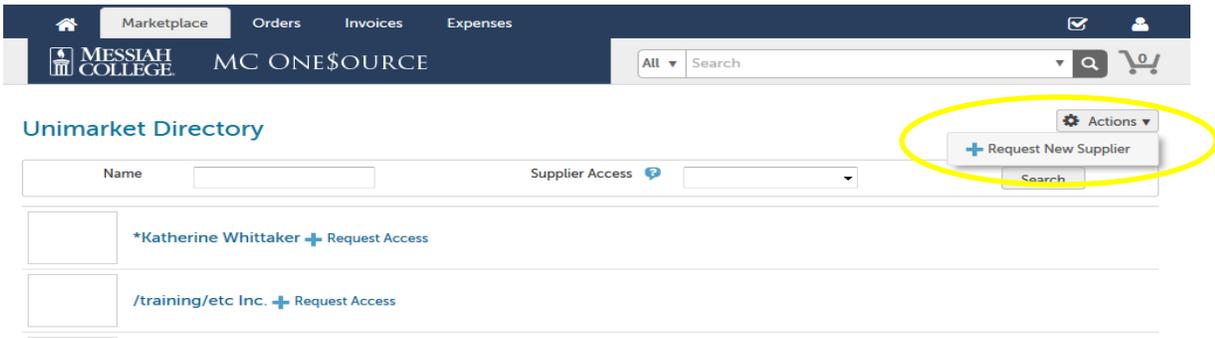
The screenshot shows the 'Suppliers' page in MC OneSource. The top navigation bar includes 'Marketplace', 'Orders', 'Invoices', and 'Expenses'. The 'Suppliers' page has a search bar and a 'Search' button. A yellow circle highlights the 'Actions' dropdown menu in the top right corner. Below the search bar, there is a list of suppliers, with 'Bailey Leasing/Coach Inc' highlighted.

- Click **Request Supplier** to request a new supplier.
- Click **View Request** to see previously made request.

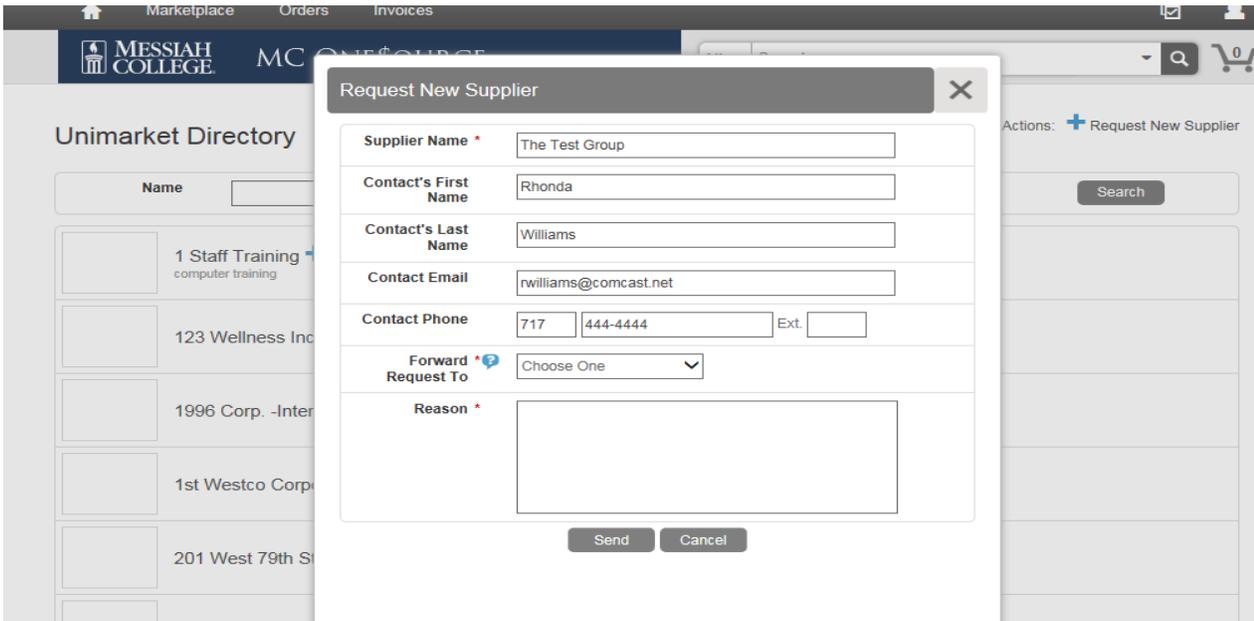


The screenshot shows the 'Suppliers' page in MC OneSource. The top navigation bar includes 'Marketplace', 'Orders', 'Invoices', and 'Expenses'. The 'Suppliers' page has a search bar and a 'Search' button. A yellow circle highlights the 'Request Supplier' and 'View Requests' options in the 'Actions' dropdown menu. Below the search bar, there is a list of suppliers, with 'Bailey Leasing/Coach Inc' and 'Blick Art Materials' highlighted.

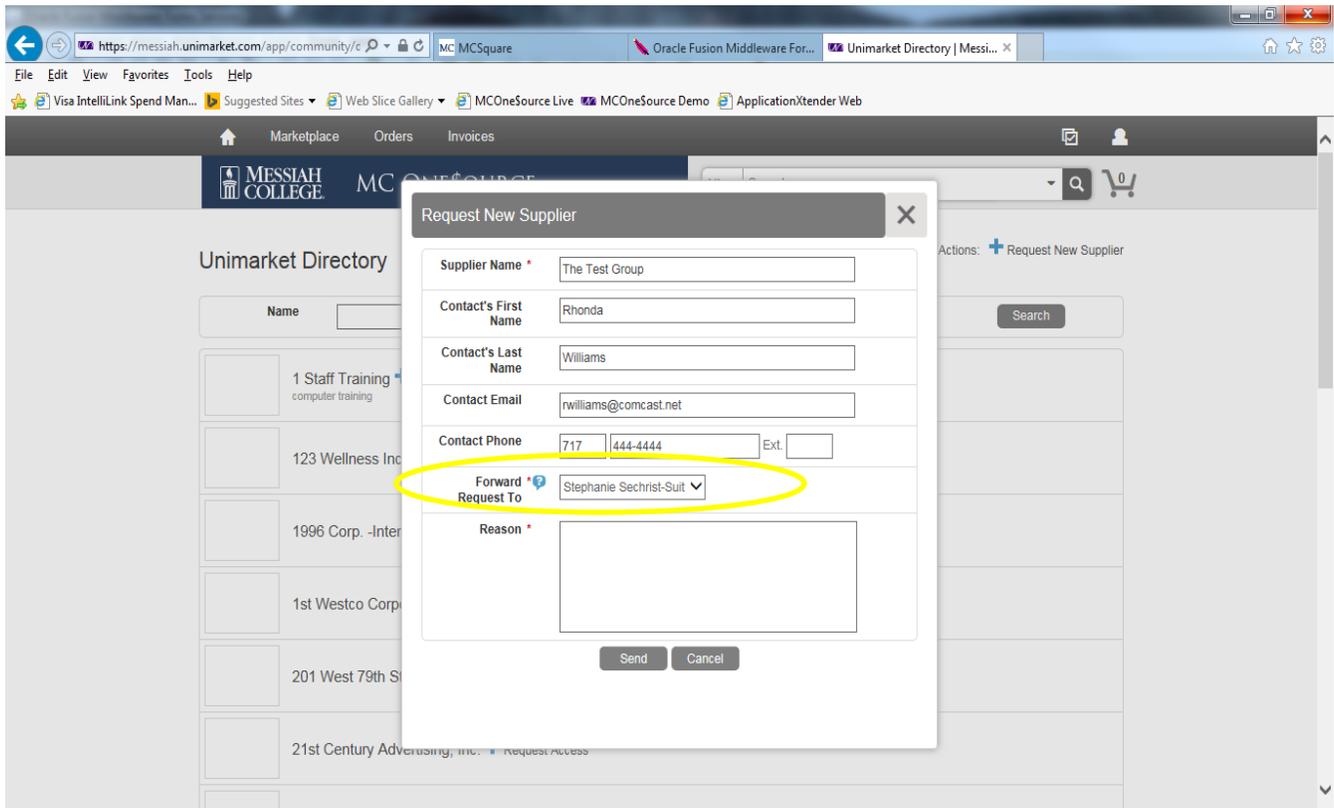
- Click **Actions** again.
- Click **Request New Supplier**.



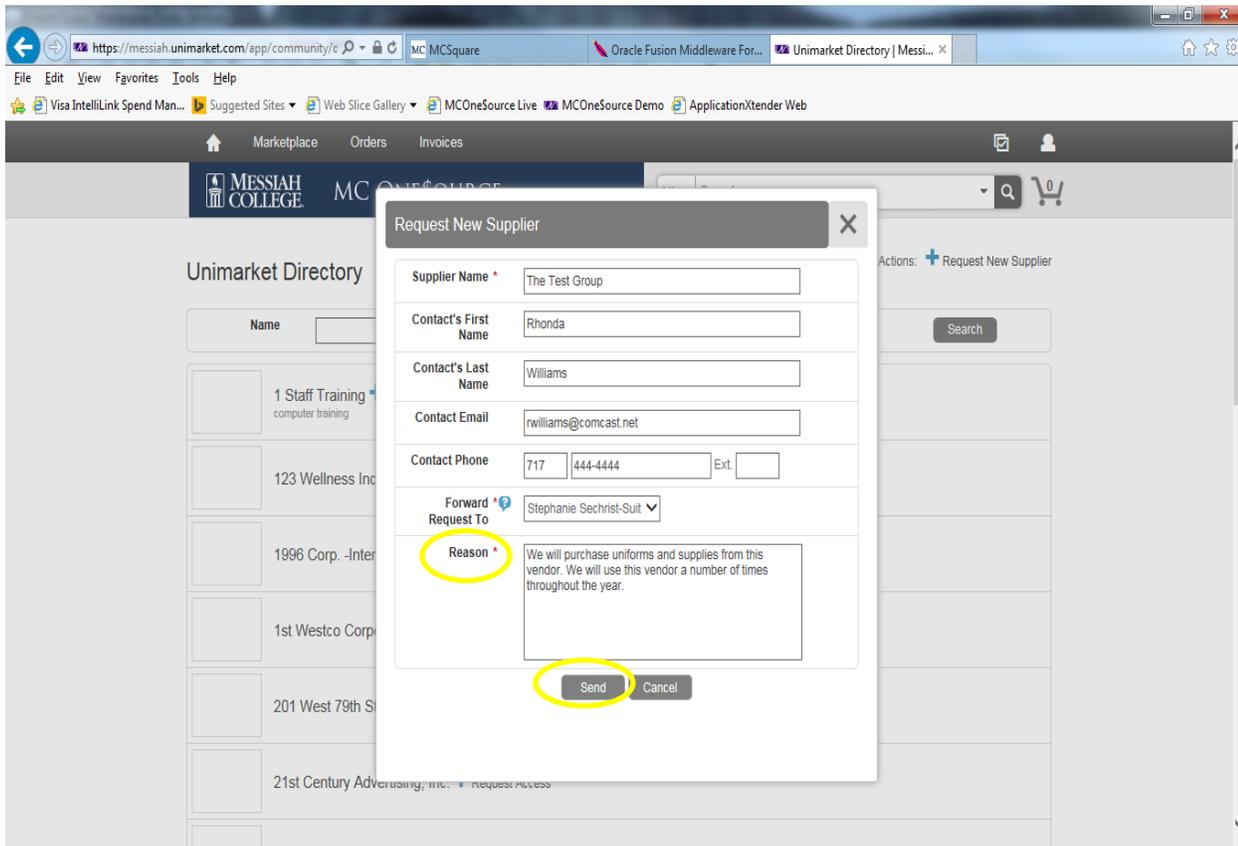
- Complete the Request New Supplier form with Supplier Name, Contact Name, Contact Email, and Contact Phone.
- Please put the Contact Address in the Reason box.



- Forward Request To – click the drop down arrow and select Stephanie Sechrist.



- The Reason should also state what goods or services will be purchased from this supplier and approximately how often the supplier will be used. **(Be sure to include supplier address.)**
- Click **Send**.



- Stephanie Sechrist will then contact the supplier and forward the appropriate forms to be completed. The employee requesting the supplier will be cc'd on all email correspondence sent to the supplier.