

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

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		V	/iew all suppliers		View all requisitions

• Click Actions

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

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• Click Actions again.

• Click Request New Supplier.

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*Katherine Whittaker 🕂 Request Access							
/training/etc Inc. 🕂 Request Access							

- 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.

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Unimarket Directory	Supplier Name *	The Test Group		Actions: 🕂 Request New Supplier
Name	Contact's First Name	Rhonda		Search
1 Staff Training	Contact's Last Name	Williams		
computer training	Contact Email	rwilliams@comcast.net		
123 Wellness Inc	Contact Phone	717 444-4444 Ext.		
	Forward * Request To	Choose One		
1996 CorpInter	Reason *			
1st Westco Corpo				
201 West 79th St		Send Cancel		

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

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- 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.

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Name	Contact's First Name	Rhonda		Search	
1 Staff Trainin	Contact's Last Name	Williams			
computer training	Contact Email	rwilliams@comcast.net			
123 Wellness	Contact Phone	717 444-4444 Ext.			
	Forward * Request To	Stephanie Sechrist-Suit V			
1996 CorpIr	nter Reason *	We will purchase uniforms and supplies from this vendor. We will use this vendor a number of time throughout the year.	5		
1st Westco Co	prp				
201 West 79th	n St	Send Cancel			
21st Century /	Advenusing, inc. 🔹 reques	n auress			
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• 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.