



Pittsburg State University
Supplier Request Process
Version 1.0 11/9/23

QUICK REFERENCE: Updated Supplier Request Process

1. Have supplier information ready:

- a. W9 or W8 in PDF
- b. Invoice copy (if remit/payment address is different than W9)
- c. supplier contact information

2. Fill out supplier request form at <https://www.pittstate.edu/office/purchasing/vendor-information.html>

The image shows two screenshots from the Pittsburg State University purchasing website. The left screenshot is the 'Vendor Information' page, which includes a breadcrumb trail 'Home / Offices / Purchasing / Vendor Information', the title 'Vendor Information', and a large heading 'SUPPLIER REQUESTS (FOR PSU EMPLOYEE USE ONLY)'. The right screenshot is the 'New Supplier Set Up or Existing Supplier Changes' form. It has a teal header and a light blue body. The form includes a note: 'Hi, When you submit this form, the owner will see your name and email address.' Below this is a 'Required' section with a question: '1. Can the vendor be paid by pcard?'. There are radio buttons for 'Yes' and 'No'. A 'Submit' button is at the bottom.

3. Receive confirmation email from purchstudent@pittstate.edu with request number.

The image is a screenshot of an email from 'purchstudent' to 'Sean Burke'. The subject is 'Supplier Request: Ticket # 34 For TEST SUPPLIER Created'. The email body says: 'Dear Sean Burke, The purchasing office has received your supplier request and assigned ticket # 34 to this request. **REQUESTED SUPPLIER:** TEST SUPPLIER Status updates will be sent automatically to this email address. Please be aware that depending on the volume of requests, type of request, and other factors, supplier requests can take up to 10 business days to be completed.' The email is dated 'Thu 11/9/2023 10:53 AM'.

4. The Purchasing Office will contact you or the supplier if any additional information is needed.

5. Receive request completion email from purchstudent@pittstate.edu.

The image is a screenshot of an email from 'purchstudent' to 'Sean Burke'. The subject is 'Supplier Request Completed For Test Supplier'. The email body says: 'Dear Sean Burke, Your supplier request for Test Supplier has been completed. **Supplier Name:** Test Supplier **Supplier Number:** 13579 Please use this supplier number and name when creating a requisition/purchase order, and on pay vendor forms. If you have any issues using this supplier please contact the purchasing office at purchstudent@pittstate.edu.' The email is dated 'Thu 11/9/2023 11:14 AM'.

6. Include the supplier name and number from the completion email on the pay vendor form sent to invoicescan@pittstate.edu.