

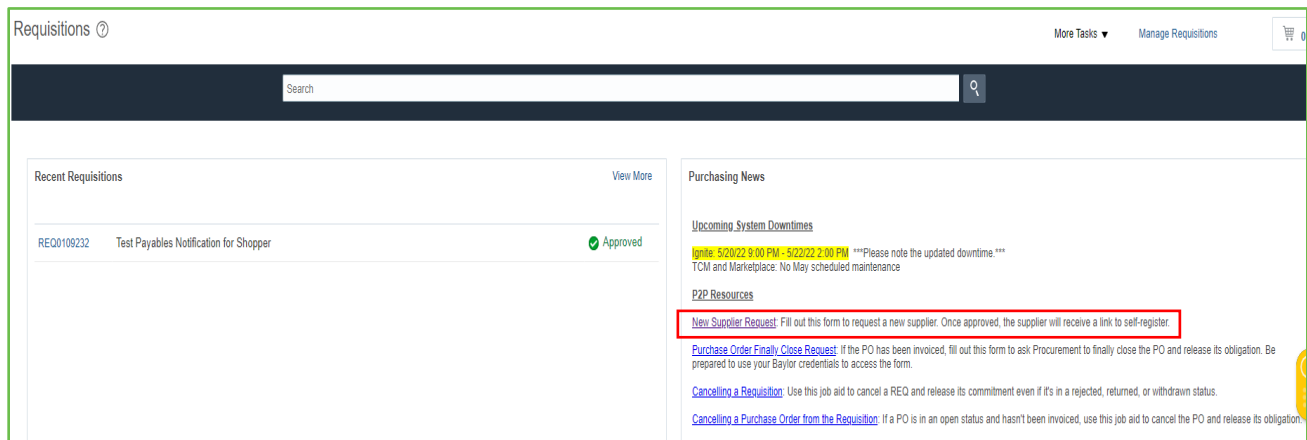
## Overview

This job aid provides guidance for employees requesting a new supplier.

The supplier request process begins with an employee completing the **New Supplier Request**. It is then sent to a Category Approver to review. If approved, the Category Approver sends the potential supplier a link to use the Self-Registration Portal to complete the registration process. **Baylor Employees should NOT obtain tax or supplier banking information. The potential new supplier will provide this information.** Payment Services is notified when a new registration request is completed and performs a **two-step** review process. The new supplier is either approved or rejected.

## I. Accessing the New Supplier Request

1. The **New Supplier Request** link is available from the **Purchase Requisition** tile in the **Procurement** module in Ignite.

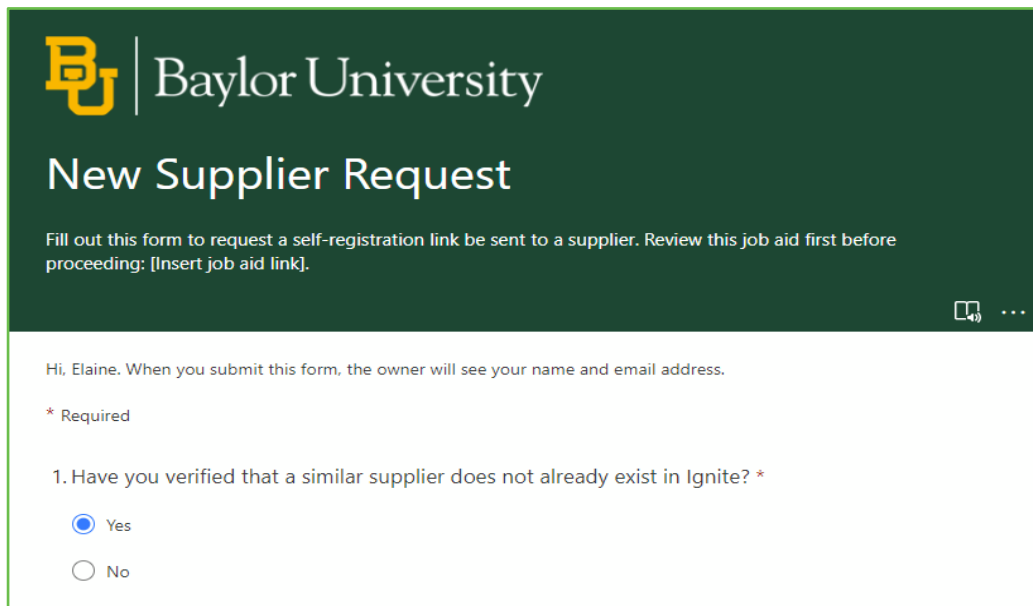



## II. Completing the New Supplier Request

1. The first step in the process is ensuring the supplier does not already exist in Ignite. Refer to the [Identifying a Supplier](#) job aid for detailed instructions.
2. If a supplier already exists, then there is no need to complete this form.



3. If a supplier does not exist, select **YES** on question 1, the system will then display questions 2 through 10, which were previously hidden.



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## New Supplier Request

Fill out this form to request a self-registration link be sent to a supplier. Review this job aid first before proceeding: [Insert job aid link].

Hi, Elaine. When you submit this form, the owner will see your name and email address.

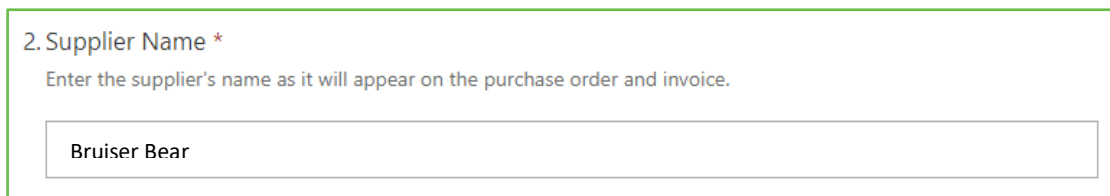
\* Required

1. Have you verified that a similar supplier does not already exist in Ignite? \*

Yes

No

4. Enter the **Supplier's Name** as it will appear on the purchase order and invoice.

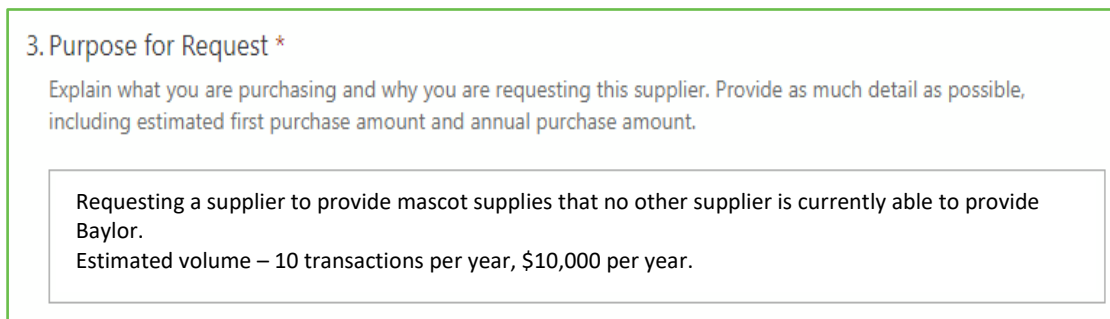


2. Supplier Name \*

Enter the supplier's name as it will appear on the purchase order and invoice.

Bruiser Bear

5. Enter the **Purpose for Request**. Why should this supplier be considered? Include an estimate of how much money you intend to spend annually with this supplier. Failure to provide the necessary information may result in the request being rejected, and a new request would be required.




3. Purpose for Request \*

Explain what you are purchasing and why you are requesting this supplier. Provide as much detail as possible, including estimated first purchase amount and annual purchase amount.

Requesting a supplier to provide mascot supplies that no other supplier is currently able to provide Baylor.  
Estimated volume – 10 transactions per year, \$10,000 per year.

6. Select the **Procurement Category** you feel best fits the goods/services provided by this supplier. A full listing of Procurement Categories is available [here](#).

*NOTE: The document routes to the category manager based on the procurement category selected.*

4. Procurement Category \* 

- General Merchandise
- Professional Services
- Travel and Logistics
- Technology
- Scientific and Research Related
- Construction and Capital Projects
- Payment Request

7. Provide a **Supplier Address**. Refer to the sample format provided.

5. Supplier Address \*

Format: Address Line 1, Address Line 2, City, State Zip

8. Provide a **Contact Name**. This will be the person receiving the link to complete the Self-Registration for their company. Refer to the sample format provided.

6. Supplier Contact Name \*

Enter the person who will be filling out the external registration. Format: First Name Last Name

9. Provide a **Contact Email**. This will be the email address used to send the Self-Registration link.

7. Supplier Contact Email \*

Provide a valid email address for the person filling out the external registration.

10. Provide a **Contact Phone Number**. Refer to the sample format provided.

8. Supplier Contact Phone Number \*

Format: XXX-XXX-XXXX

11. Provide a **Website address** for the supplier.

9. Supplier Website

12. Indicate if the supplier is also a Baylor employee or student. If neither choose 'none of the above.'

*If Baylor Student option is selected, refer to the [Student Payment Guide](#) BEFORE submitting this request to ensure proper method of payment is being utilized.*

10. Indicate if the supplier is a Baylor Employee or Baylor Student \*

Baylor Employee

Baylor Student

None of the above

13. If you require an email with a copy of the completed information, check the box and then click SUBMIT.

Send me an email receipt of my responses

14. The Supplier Request now routes to the category approver based on the Procurement Category selected in question 4. The category approver reviews the request and either rejects or approves the request.
- The employee who entered the Supplier Request is notified of the category approver's decision.
  - If approved, the category approver provides the potential supplier with a link to the self-registration portal.