Yo-Mart "New Supplier" Procedure

There are two instances when a new supplier needs to be added to Yo-Mart. One is when the supplier exists in Banner but not in Yo-Mart and the other is when the supplier does not exist in either system.

Users have several options on how to notify purchasing that a new supplier needs to be added to Yo-Mart:

1. They can email or call purchasing and ask that the supplier be added.
   Judy Goodwin x4003 or email goodwinjl@appstate.edu

2. They can fill out the "New Supplier" form, add it to the cart and submit.

3. They can fill out the "New Supplier" form, add it to the cart along with items to be ordered and submit.

Note: There is an eprint report that departments may use to search for existing Banner suppliers. It is FZRVENDOR.

**When a new vendor needs to be added to Yo-Mart, Purchasing will need the following information from the vendors. Please get the documents/information before requesting a new vendor be added. This will speed up getting new vendors added into Yo-Mart.

a. Have the new vendor complete the New Vendor Information Packet, which includes a W-9 Form. The W-9 Information will be verified with the IRS before the vendor can be added into the system. The IRS requires ASU to have a physical copy of the Vendor's W-9 form on file.

b. Payment Remit to address if different from the order address.

New Supplier Form Instructions

1. Click on the shopping cart icon in the side navigation menu, then click on "View Forms".
2. Select the "New Supplier" form. It is located in the shared folder.
3. If you know the Banner ID number, enter it in the first block and fill out the "Requesting Department Information" block.
4. If you do NOT know the Banner ID number, please complete both the "New Supplier Information" block and the "Requesting Department Information" block.
5. Choose "Available Actions" from dropdown in upper right hand corner.
   If you want to submit the form only, choose "save."
   If you want to add items to a cart for the new supplier, choose "add and go to cart." Then you can click "add non-catalog items."
6. Attach the completed New Vendor Information Packet to the requisition.