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. 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.

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

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.
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.*

![Procurement Category Selection](#)

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

![Supplier Address Input](#)

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.*

![Supplier Contact Name Input](#)

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

![Supplier Contact Email Input](#)
10. **Provide a Contact Phone Number.** *Refer to the sample format provided.*

   ![Supplier Contact Phone Number](image)

   - Format: XXX-XXX-XXXX
   - Enter your answer

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

   ![Supplier Website](image)

   - Enter your answer

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.*

   ![Indicate if the supplier is a Baylor Employee or Baylor Student](image)

   - 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](image)

   - Send me an email receipt of my responses

   [Submit]

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.

   a. The employee who entered the Supplier Request is notified of the category approver’s decision.

   b. If approved, the category approver provides the potential supplier with a link to the self-registration portal.