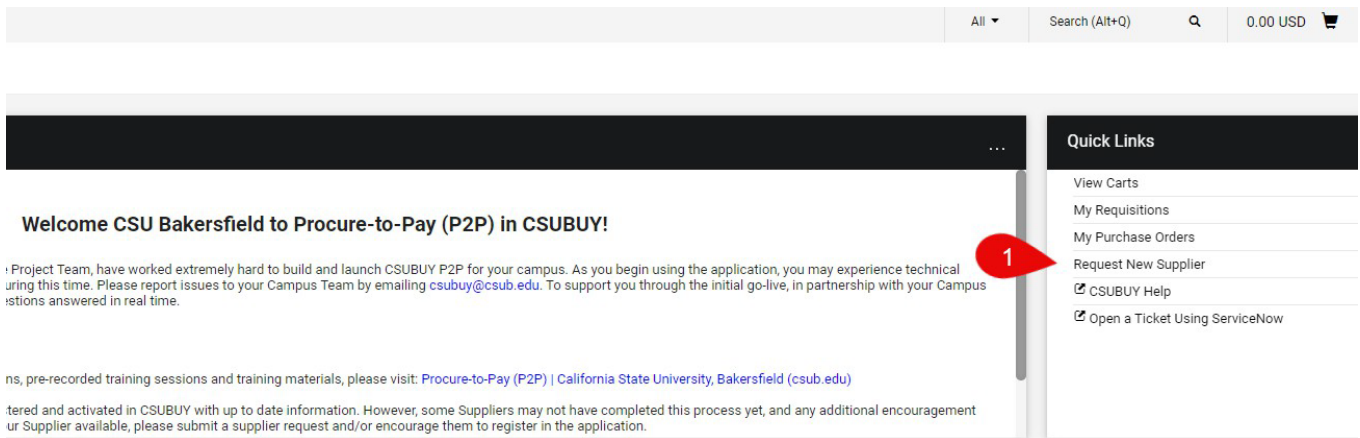


New Supplier Request

Submit the New Supplier Request in P2P to add a new supplier.

Follow the steps to request a new supplier:

1. On the P2P homepage, click **Request New Supplier** under Quick Links in the top right corner of the screen.



2. Enter the supplier's name.

The screenshot shows the 'Request New Supplier' form. The form has a title 'Request New Supplier' and two tabs: 'Supplier request form' and 'Cal State Supplier Request'. Below the tabs, there is a 'Supplier name' input field with a red asterisk and a red callout bubble with the number '2' pointing to it. There is a 'Submit' button below the input field.

3. Read the instructions and click **Next**.

The screenshot shows the 'Instructions' page for the New Supplier Request form. The page has a title 'Instructions' and a 'Print Request' button. The instructions state: 'Use this form to request the setup of a new supplier for purchases and/or payments. DO NOT use this form to register CSU Employees or Students. The Supplier Registration includes important information such as legal structure, company financials and tax. Please provide an email for a supplier contact who can accurately complete these details. This component is key to expedite the registration process. Please contact your supplier's representative to ensure that they can provide this information. If they can't, they should be able to provide you with the email address of someone who can. The submitted request will be evaluated to identify whether the supplier should be invited to register into the CSU Supplier Master. The evaluation may result in: A recommended alternative CSU Supplier who can provide the goods and/or services requested; Adding the requested supplier into the CSU Supplier Master; Rejection of the requested supplier into the CSU Supplier Master if the supplier already exists, if the information provided is not sufficient to evaluate the supplier, or if the validation of the supplier information deems the supplier should not be added. For questions contact your Campus Supplier Administrator.' At the bottom right, there is a red callout bubble with the number '3' pointing to a 'Next' button.

QUICK REFERENCE GUIDE

4. Fill in all required fields on the form. Required fields are marked with a ★. Fields without a ★ can be left blank. Click **Next** at the bottom of the screen when you are finished.

Questions - Company Overview

ⓘ Potential matching suppliers have been found in your network based on information given. [Click here to view the list of potential matches.](#)

▼ On This Page

- Request Details (5)
- Company Information (3)
- Supplier Contact Information (3)

▼ Request Details

What products and/or services will this supplier provide you? ★ **Required Field**

2000 characters remaining

To the best of your knowledge: Does an Employee - Supplier relationship exist? ★ ⓘ

Yes No

5. Review your contact information on the next screen and click **Next** again.
6. Review your request. Click to certify that the information provided in the request is accurate and click **Complete Request**.

Review and Complete

Print Request | History | ?

ⓘ Potential matching suppliers have been found in your network based on information given. [Click here to view the list of potential matching suppliers.](#)

✓ Required fields complete

Section	Progress
Instructions	✓ No Required fields
Questions	✓ Required fields complete
Requester Contact Information	✓ No Required fields
Certification	

I certify that the statements and information in this request are true and correct to the best of my knowledge and belief.

★ Required

← Previous **Complete Request**