

VENDOR ADD PROCESS

See the steps below to search for and add vendors to BCM's purchasing environment.

1

NEED TO ADD A VENDOR? HAVE YOU SEARCHED FIRST?

- In SAP, enter the t-code **XK03** to display vendors.
- Click the  button beside the **Vendor** field.
- Search in the **Name** field with asterisks. e.g. *VWR*, and click the green check.

***If vendor number does not display, email Supply Chain to verify.**



2

REQUEST VENDOR TO BE ADDED

- On the Intranet, login to **Catalog Portal** on **BCM Marketplace**.
- Click **Suppliers** on left side of screen.
- Click **Requests**, and **Request New Supplier** and click **Submit**.
- Enter **Supplier Name** and complete all fields with a ★

***Must add Mailing Address and SSN. Identify Foreign vendors in description field.**



3

REMAINING STEPS

- Requests for **Suppliers**: Supply Chain to search existing suppliers before adding. If approved, vendor is invited to register. **The Supplier must complete Self-Registration**
- After Supplier completes registration, information is **verified and synced** with SAP, vendor number will be available after SAP updates **overnight**.
- Requests for **Individuals**: Supply Chain to verify SSN with IRS, upon verification, vendor is added. (Approved for: Reimbursements, Honoraria, Stipends, Services)

4

SEARCHING FOR STATUS

- From Catalog Portal, click **Suppliers -> Requests -> My Supplier Requests**
- Click Blue **Vendor Name**, Click Blue **History** link, see Notes section if applicable.

