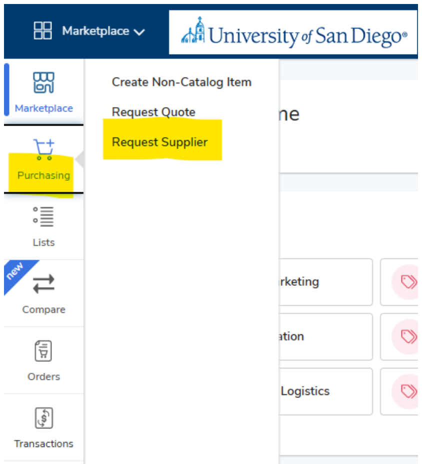
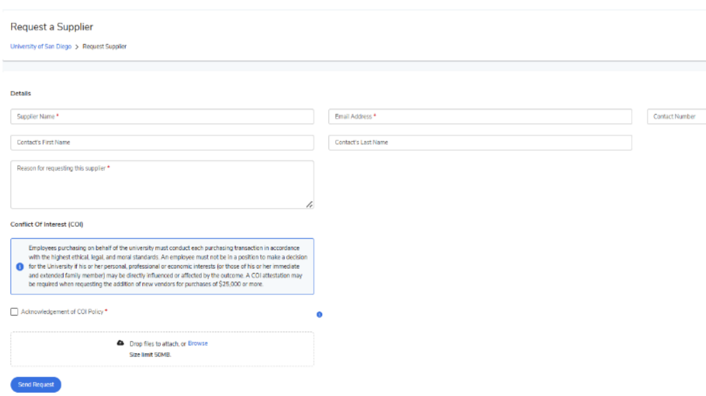
Request Supplier

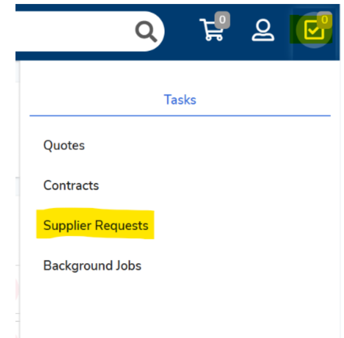
1. Login to Unimarket as shown in the **Accessing Unimarket** QRG. Click the **Purchasing** module, then **Request Supplier**.



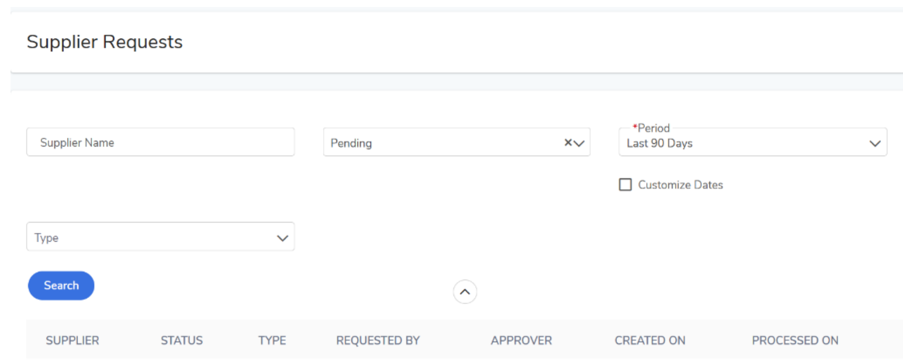
2. Complete all required fields and provide as much detail as possible for Procurement to be able to set up the supplier as quickly as possible.
3. In the **reason for requesting** field, please let Procurement know any relevant information. For example, what are you using this supplier for and when do you need them by? All of this information can help Procurement process your request quicker.



4. Be sure to check the box to acknowledge the COI Policy. Additionally, please attach any relevant documents to the supplier request (agreements, insurance waivers, independent contractor evaluations, etc.) to help Procurement process your request as quickly as possible.
5. Your request will come to Procurement for review after you submit. You can view the status of your request at any time by clicking on **Tasks** in the top right then **Supplier Requests**.



6. By default, your Pending supplier requests in the last 90 days will be shown, so you may need to edit the date filter to show older supplier requests. You can view the status of your requests here.



7. Procurement will review the request and approve or decline. If your request is approved, you will receive an email from support@unimarket.com saying your supplier request has been approved. This means that Procurement has approved your supplier request and sent an invitation to the supplier to register. This does not mean your supplier

is connected and ready to go just yet, as they need to register and provide all the necessary information, such as tax forms, liability insurance, and a Unimarket profile. Once the supplier provides all the necessary information and it has been approved by Procurement, your supplier will be connected and ready to go. At this point, you will receive another email from support@unimarket.com stating that your supplier is approved and can be purchased from.

8. If your request is declined, you will receive an email from support@unimarket.com that your supplier request was declined. This email will also show a reason provided by Procurement for declining this supplier request.
9. If you have any questions, please contact Terry Magedman tmagedman@sandiego.edu.