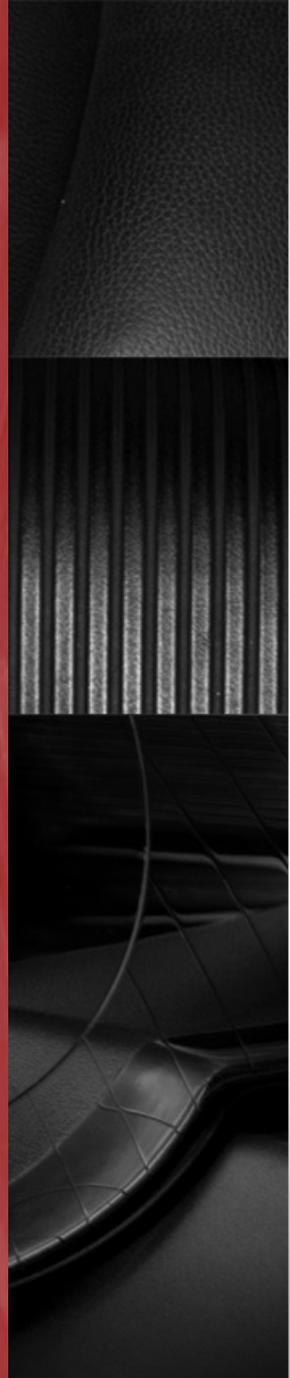
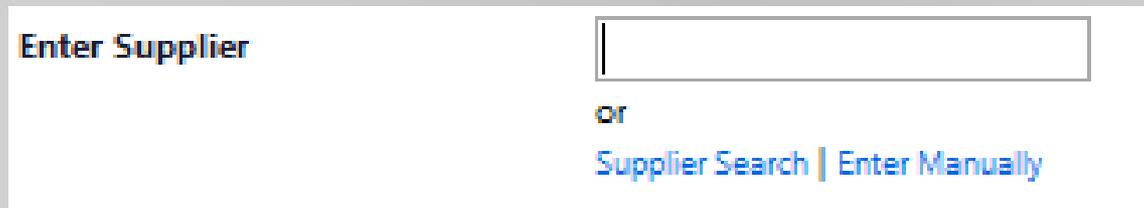


# Entering A Supplier Manually in Smart Source

Procurement Services



Most forms (Non-Catalog; Check Request; Confirming Order; etc.) in Smart Source require you to enter the name of the supplier:

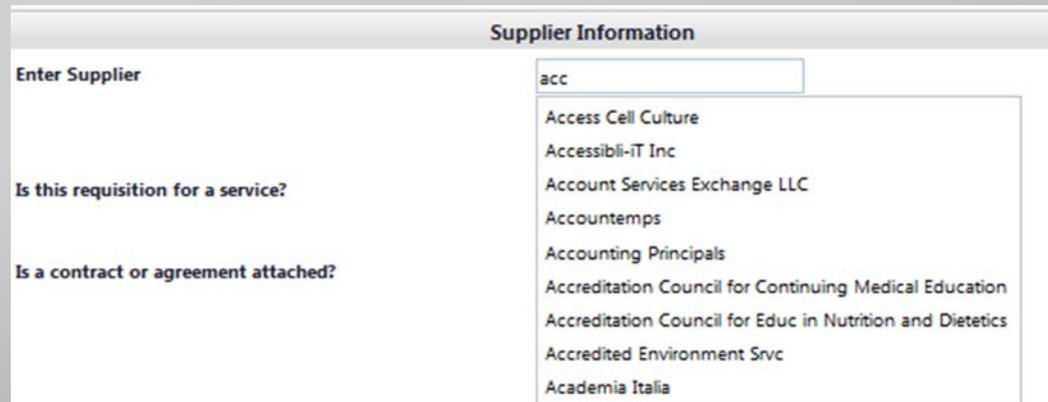


Enter Supplier

or

[Supplier Search](#) | [Enter Manually](#)

As you type the name of the supplier in the text box, the system will provide matches:



**Supplier Information**

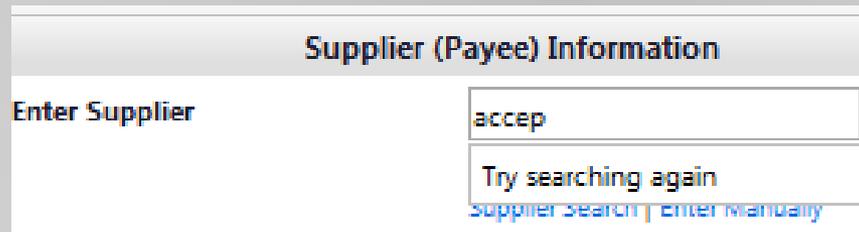
Enter Supplier

Is this requisition for a service?

Is a contract or agreement attached?

- Access Cell Culture
- Accessibili-IT Inc
- Account Services Exchange LLC
- Accountemps
- Accounting Principals
- Accreditation Council for Continuing Medical Education
- Accreditation Council for Educ in Nutrition and Dietetics
- Accredited Environment Srvc
- Academia Italia

If the supplier is not listed, you will need to enter the supplier manually:

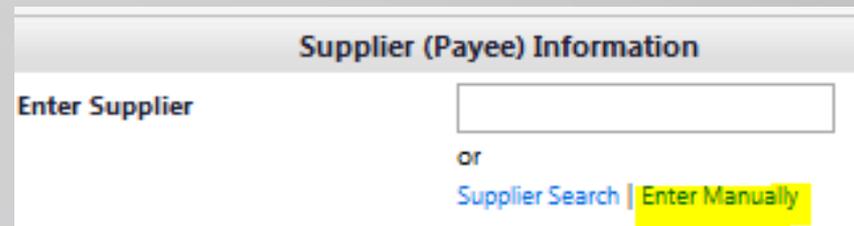


Supplier (Payee) Information

Enter Supplier

Try searching again  
[supplier search](#) | [Enter Manually](#)

Select the **Enter Manually** link to proceed:



Supplier (Payee) Information

Enter Supplier

or  
[Supplier Search](#) | **Enter Manually**

## At this screen, you will supply:

- Full supplier name
- Supplier telephone number
- Email address
  - You will want to refrain from using a general email address (such as [info@xyzbiz.com](mailto:info@xyzbiz.com)). It is best if the email address goes directly to your contact at the supplier's organization.
- Distribution
  - Enter the supplier email used above and mark the checkbox

### Supplier (Payee) Information

**Supplier Name**

DUNS No.

Supplier Phone      
(Country, Area, Phone, Ext)

Supplier Fax No.     
(Country, Area, Phone)

Supplier Email

[cancel manual entry](#)

**Distribution**  
The system will distribute purchase orders using the method(s) indicated below:  
Check this box to customize order distribution information.

Fax

Email (HTML Body)

- Proceed with completing the rest of the form and submit your cart for checkout.
- Once the requisition is submitted, it will be routed to Procurement.



## Requisitions For Goods and Services

- All suppliers providing goods and/or services (including speaker agreements) are required to register through the Smart Source Supplier Portal.
- You can inform your supplier that they will receive an email from [smartsource@drexel.edu](mailto:smartsource@drexel.edu) to complete their supplier registration.
  - Prospective suppliers who are invited to register will have 10 business days to complete registration. Requisitions for prospective suppliers who do not complete their registration will be returned back to the Requester and may be resubmitted only when the supplier confirms their completed registration. It is the Requester's responsibility to ensure the supplier completes registration.
- Once the supplier completes their registration, Procurement will review and approve their status as a supplier. Your purchase order will then be processed.
- The amount of time it will take for your requisition to be processed is dependent on how long your supplier takes to complete the registration process. This process should take the supplier no more than 20 minutes to complete.
  - If your supplier has any questions, concerns or issues, they can contact Procurement Services at 215-895-2876 or email [askprocure@drexel.edu](mailto:askprocure@drexel.edu) for assistance with their registration.

## Exceptions to Supplier Registration

- Exceptions to registration include suppliers/payees who are receiving reimbursements, honorariums, sponsorships, or donations. These exceptions will require a W-9.
  - Once the supplier/payee is entered manually and a requisition is created, email a recent, signed W-9 to [askprocure@drexel.edu](mailto:askprocure@drexel.edu). Ensure the requisition number is in the subject line of the email. The W-9 can be found on the IRS website at:  
<https://www.irs.gov/forms-pubs/about-form-w9>
  - NOTE: Do not attach W-9 forms in the Smart Source system.
  - Requesters who submit requisitions for suppliers/payees requiring a W-9 will have 5
- Reimbursements to current students, faculty or employees do not require a W-9.
  - Email their full name and Drexel ID# to [askprocure@drexel.edu](mailto:askprocure@drexel.edu). Ensure the requisition number is in the subject line of the email.