Quick Start Guide

Supplier Request Form

Complete this form to register a supplier or modify the address information for an existing supplier.

1. Access Mountaineer Marketplace:
   - Log in at myaccess.wvu.edu
   - Click the Mountaineer Marketplace tab
   - Click the Mountaineer Marketplace button

2. In the list of PCPS Automated Forms on the Mountaineer Marketplace Home page, click Supplier Request to open the form.
3. Provide information about this request.
   • Click the appropriate radio button to indicate if this is a modification or a new request.
   • Provide information about the supplier.
   • Reply to the question about an employee-supplier relationship.

4. Provide contact information.

5. Provide additional information.
   • Reason for Request:
   • Funding Source field: select either State or Research Corp.
   • W9: If you do not have one, you will be contacted on how to submit the form.

6. At the top of the form, view choices in the Available Actions region in the upper right corner. Choose Add Item and Close Form and click Go.
<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
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| 7.   | A shopping cart has been created that contains this form. You may click either:  
• **Proceed to Checkout** (Go to step 10)  
 OR  
• **Assign Cart** (Go to step 8). |
| 8.   | To assign the cart to another employee, click **Assign Cart** and then choose the employee who will review the cart; click **Assign**. |
| 9.   | You will see a verification that the cart was assigned.  
**End of instructions** if you assigned the cart. You will be notified through the system when the supplier has been set up. |
| 10.  | After you click **Proceed to Checkout**, click **Submit Requisition**. |
| 11.  | You will see a verification that the requisition was submitted.  
You will be notified through a Mountaineer Marketplace notification when the supplier has been set up. |