



The Source

Procurement Hints and Highlights

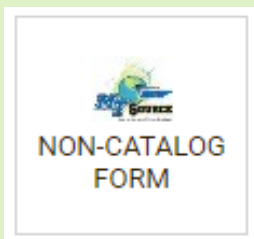
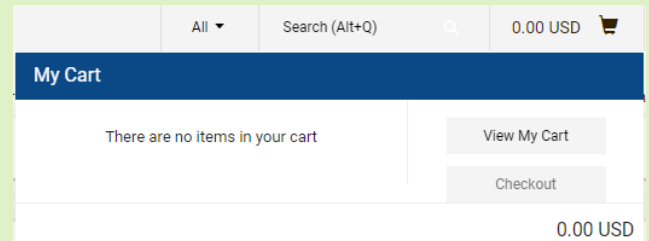


LET'S TALK ABOUT

requisitions ...

Always Start with a New Cart!

If you have an existing cart, items from that cart will be added to the new order you are creating



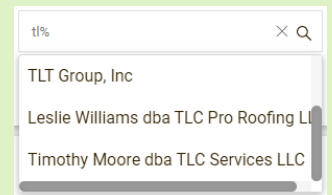
A Non-Catalog Form (listed under Showcased Services)

is used when ordering from Suppliers other than those set up in a "Punch Out" (i.e. Staples, Apple, Fisher Scientific, etc.)

First Block = Supplier Info Enter Your Supplier's Name here.

This field is a search field. You can use the "%" sign as a wildcard before and/or after any part of the text you know.

(using "tl%" will yield all Suppliers with "TL" anywhere in their name)
(note "doing business as" names are shown as well)



If you did not find your Supplier after searching:
They need to be set up in Banner & MT\$ource

Request a **W9 and Email address** from the Supplier and email this information to **w9@mtsu.edu** and **purchase@mtsu.edu**

- **DID YOU KNOW - For Compliance with Tax Codes:**
 - A W-9 is required from an Entity/Supplier in the United States
 - A W-8 BEN-E is required from a Foreign Entity/Supplier
 - A W-8 BEN is required from a Foreign Individual Supplier
- **A Supplier's email address is required for distribution of the Purchase Order!**
- **Tennessee Businesses are encouraged to complete a Business Minority/Ethnicity Form**
 - A Business Minority/Ethnicity form helps MTSU gather information for the State of Tennessee's Small, Minority, Disabled and Women-Owned Business Reports

Go to <https://www.mtsu.edu/procurement/forms.php> for links to forms and instructions.

Supplier Information Review

After choosing a Supplier: Review address, phone, fax, and email address. If not correct - **obtain a new W9** from Supplier and email to **w9@mtsu.edu** and **purchase@mtsu.edu**.

Product Description - BE SPECIFIC!

Suppliers receive your purchase orders - be descriptive about what you are ordering