

NEW SUPPLIER REQUEST

Last Updated on: 6/8/2009

The screenshot shows the East Carolina University OneStop website. At the top, there is a navigation bar with tabs for 'home', 'my page', 'tools', 'community', 'profile', and 'email'. Below this is the 'OneStop' logo and a 'Help' link. The main content area is divided into several sections:

- OnePass Login:** A form with fields for 'PirateID:' (containing 'boulinaeuc') and 'Passphrase:' (containing '*****'). A 'submit' button is located to the right of the passphrase field. A callout box with the number '1.' has an arrow pointing to the 'submit' button.
- Announcements:** A section with several paragraphs of text, including information about freshman registration, financial aid applications, and health insurance requirements.
- People Search:** A search form with fields for 'last name:' and 'first name:', radio buttons for 'Faculty/Staff Only', 'Students Only', and 'Both', and a 'search' button.
- Greenville Weather:** A weather widget showing 'Fair' conditions with a temperature of 91°F.
- Prospective Students:** Information about undergraduate and graduate admissions.
- OneStop Tips:** A small section with a tip for visitors.

1. Log in to **OneStop**. **Note:** Submit a New Supplier Request when you were unsuccessful in locating the vendor.

The screenshot shows the East Carolina University OneStop website with the 'tools' tab selected in the navigation bar. The main content area is divided into several sections:

- Job Related Tools:** A list of links including 'AP Search Form', 'Vendor Search', 'FAQ Admin', 'PORT', and 'Process Vendor Requests'.
- Academic Planning:** A list of links including 'Apply to Honors Program', 'Course Catalog', 'Course Equivalencies', and 'Course Search'.
- Financial Aid:** A link for 'HigherOne Information'.
- Personal:** A list of links including 'Approval Manager', 'Mass Time Entry', 'Pirate Drive', and 'Software Downloads'.
- Voting:** A link for 'OneStop Voting'.
- Banner:** A list of links including 'Banner Security Request', 'Banner Self Service', 'ECU ID Search', 'FERPA Quiz', 'HR Forms', 'PORT', 'Position Change Web Form', and 'What is my ECU (Banner) ID?'.
- Employee:** A list of links including 'Assessment Reports', 'EPA Personnel and Salary Information', 'Faculty and Staff Training', 'Faculty Committee Volunteer Form', 'ITCS SDS Service Request', 'Pay Information', 'People Admin', 'ProCard', 'Reporting Structure', 'Submit Vendor Request', 'Treasured Pirate', 'Tuition Payroll Deduction', and 'University Training'.
- Security and Transportation:** A list of links including 'Parking Citations and Appeals' and 'Vehicle Registration'.
- Courses:** A link for 'Athlete Progress Report'.
- Graduation & Commencement:** A link for 'ECU Graduation and Honors List'.
- Online Shopping:** A link for 'Personal Computer Purchases'.

Callout boxes with numbers '2.' and '3.' have arrows pointing to the 'tools' tab and the 'Submit Vendor Request' link, respectively.

2. Ensure that you are on the **Tools** tab
3. Click the **Submit Vendor Request** link.

NEW SUPPLIER REQUEST

Last Updated on: 6/8/2009

East Carolina University | home | my page | tools | community | profile | email

OneStop

Logout | Personalize | Help

tools > Submit Vendor Request

To request a new vendor, enter the required information below and click 'submit.'

* = required field

ECU Vendor Request

* supplier category: purchasing vendor [the traditional vendor that will require a purchase order]
 contractual vendor [i.e. interpreters, referees, consultants, speakers]
 candidates [prospective faculty candidates]
 research participant [for clinical trials]
 residents / fellows

* supplier type: company person

* country: United States

* street address: _____

* city: _____

* state: _____

* zip: _____

* supplier phone: _____ extension: _____

fax: _____

e-mail: _____

(the only exception to providing Fax or E-mail would be if the vendor is an individual or smaller company that has NO type of electronic capability to receive orders.)

4.

5.

6.

7.

4. Select the appropriate **supplier category**.
5. Select the appropriate **supplier type**. **Note:** Based on these 2 selections, required fields will be identified by an asterisk * sign.
6. Enter the supplier information for the request.
7. Scroll down the page to complete the request.

ECU Vendor Request

* supplier category: purchasing vendor [the traditional vendor that will require a purchase order]
 contractual vendor [i.e. interpreters, referees, consultants, speakers]
 candidates [prospective faculty candidates]
 research participant [for clinical trials]
 residents / fellows

* supplier type: company person

* company name: Mike's Surf Shop

* country: United States

* street address: 123 Main St

* city: Nags Head

* state: North Carolina

* zip: 27890

* supplier phone: 252-539-9128 extension: _____

fax: 252-539-9129

e-mail: _____

(the only exception to providing Fax or E-mail would be if the vendor is an individual or smaller company that has NO type of electronic capability to receive orders.)

* tax id or ssn: 1112223333 (numeric only. no spaces or hyphens.)

(ECU employees collecting tax ID or SSN information are required to provide the company or person a copy of the SSN/FEIN Disclosure Statement. To view and print a copy of the disclosure statement, click on http://www.ecu.edu/cs-admin/purchasing/upload/MM_Disclosure_Statement.pdf. Note: this does not apply to foreign vendors.

* verification: I certify that this company or individual has been provided an ECU SSN/FEIN Disclosure Statement

Full Name: Chuck Boulineau
Phone #: 328-1924

submit

8.

9.

8. Before submitting the form, you have to select the **verification** radio button. This indicates that you have complied with ECU policy by providing the company or person with a copy of SSN/FEIN Disclosure Statement (http://www.ecu.edu/cs-admin/purchasing/upload/MM_Disclosure_Statement.pdf).
9. After entering all the supplier information, click the **Submit** button. **Note:** The request cannot be submitted until all required fields have been entered and **verification** has been selected.

NEW SUPPLIER REQUEST

Last Updated on: 6/8/2009

ECU OneStop - Microsoft Internet Explorer provided by East Carolina University
https://onestop.ecu.edu/onestop/index.cfm?fuseaction=tabTools.bannerVendorRequest.viewRequestForm&confirm=true

East Carolina University
home my page tools community profile email

OneStop
Logout | Personalize | Help

tools > Submit Vendor Request

10. Your request has been received. Thank you.
To request a new vendor, enter the required information below and click "submit."

* = required field

11. ECU Vendor Request

* supplier category: purchasing vendor [the traditional vendor that will require a purchase order]
 contractual vendor [i.e. interpreters, referees, consultants, speakers]
 candidates [prospective faculty candidates]
 research participant [for clinical trials]
 residents / fellows

* supplier type: company person

* country: United States

* street address: _____

* city: _____

* state: _____

* zip: _____

* supplier phone: _____ extension: _____
fax: _____
e-mail: _____

(the only exception to providing Fax or E-mail would be if the vendor is an individual or smaller company that has NO type of electronic capability to receive orders.)

* tax id or ssn: _____ (numeric only, no spaces or hyphens.)
(ECU employees collecting tax ID or SSN information are required to provide the company or person a copy of the SSN/FEIN Disclosure Statement. To view and print a copy of the disclosure statement, click on http://www.ecu.edu/cs-admin/purchasing/upload/MM_Disclosure_Statement.pdf. Note: this does not apply to foreign vendors.)

* verification: I certify that this company or individual has been provided an ECU SSN/FEIN Disclosure Statement
Full Name: Chuck Boulineau
Phone #: 328-1924
submit

10. Notice the message that: **Your request has been received. Thank you.**

11. If you have another supplier to request, repeat steps 5 - 8. Otherwise you can close the browser for OneStop. **Note:** You will receive an email from Bridget Brown on the outcome of the request.