Entering A Supplier Manually in Smart Source

Procurement Services
Every form (Non-Catalog; Check Request; Confirming Order; etc.) in Smart Source requires you to enter the name of the supplier:
As you type the name of the supplier in the text box, the system will provide matches:
If the supplier is not listed, you will need to enter the supplier manually:
The exceptions for entering the supplier manually are:

- Students and employees of Drexel University should not be entered manually.
  - Email their full name and Drexel ID# to smartsource@drexel.edu.

- Honorariums, sponsorships and donations should not be entered manually.
  - Email their information and include a recent, signed W-9 to smartsource@drexel.edu.
    
    NOTE: Do not attach W-9 forms in the Smart Source system.
If the supplier does not fit into any of the exception categories click the **enter manually** link:
You will then see this screen:

![Supplier Information Form]

**Supplier Name**
DUNS No.
Supplier Phone
(Country, Area, Phone, Ext)
Supplier Fax No.
(Country, Area, Phone)
Supplier Email

**Distribution Methods**
The system will distribute purchase orders using the method(s) indicated below:
Fax
Email (HTML Body)

(cancel manual entry)
You will need to provide the:

- Full supplier name
- Supplier telephone number
- Email address
  - You will want to refrain from using a general email address (such as \texttt{info@acceptanceinc.com}). It is best if the email address goes directly to your contact at the supplier’s organization.
You will then need to enter the fax number or email address in the Distribution Methods box. Be sure to mark the checkbox as well.
Completing and Processing your Requisition

- Proceed with completing the rest of the form and then submit to your cart for checkout.
- Once the requisition is submitted, it will work its way to Procurement. Procurement will then invite your vendor to complete registration as a supplier.
- You can inform your supplier that they will receive an email from smartsource@drexel.edu to complete their supplier registration.
- Once the vendor completes their registration, Procurement will review and approve their status as a supplier. Your order will then be placed.
- The amount of time it will take for your order to go through 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 the Smart Source hotline at 215-895-2876 or email smartsource@drexel.edu for assistance with their registration.