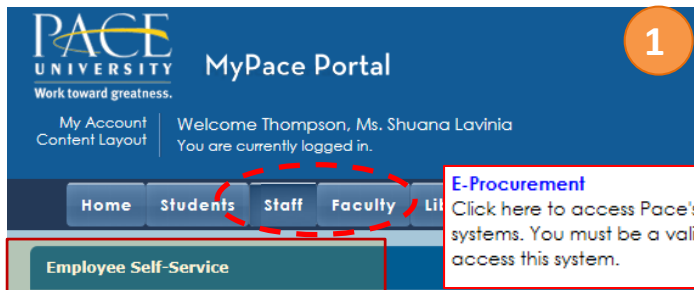


# Request a New Supplier – Invite Supplier

Total Supplier Manager (TSM) is an automated system for inviting suppliers/vendors to register as authorized vendors for the University.

## Access E-Procurement/ SciQuest (step 1)



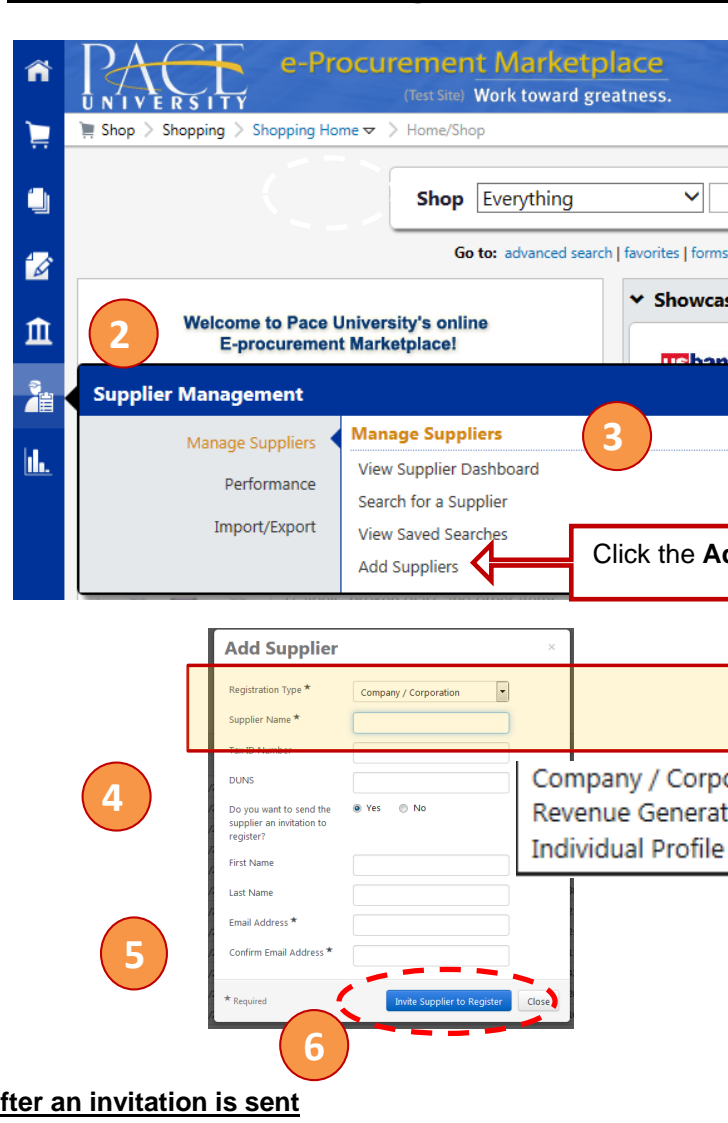
1

Access the E-Procurement/ SciQuest link from the **MyPace** portal **Staff** or **Faculty** tab -> Employee Self-Service section.

**E-Procurement**  
Click here to access Pace's E-Procurement and Contract management systems. You must be a valid E-Procurement or Contract user in order to access this system.

Employee Self-Service

## Invite Supplier to register as an authorized vendor (steps 2 to 6)



2

Welcome to Pace University's online E-procurement Marketplace!

Supplier Management

3

Click the **Add Suppliers** link.

4

5

6

**\*Registration Type:**  
**Company/Corporation** is used to invite a Company, Corporation, LLC, Partnership, or other entity. Either Domestic or Foreign.  
**Revenue Generating Vendor Only** type is used only for vendors where Pace is "receiving" payment or grant funding from the vendor.  
**Individual Profile** type is used to invite an individual, Sole Proprietor, or a Professional that is self-employed. Either Domestic or Foreign.

### After an invitation is sent

- The vendor contact is sent an email from "Pace University" to register as an authorized Pace supplier.
- An email notification is sent after the vendor completes their registration process (notifications are sent from [support@sciquest.com](mailto:support@sciquest.com) or [purchasing@pace.edu](mailto:purchasing@pace.edu)).
- Once the vendor is approved by Purchasing, the vendor is automatically created in Banner and becomes activated for use in E-procurement and Contracts. A second email notification is sent to confirm the vendor is approved.