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.

Step 1: Access E-Procurement

Access the E-Procurement link from the MyPace portal **Staff or Faculty** tab →**Staff Resources & Technology** section.

1. From the left navigation menu, click the **Suppliers i**con, →**Manage Suppliers**→**Add Suppliers**.
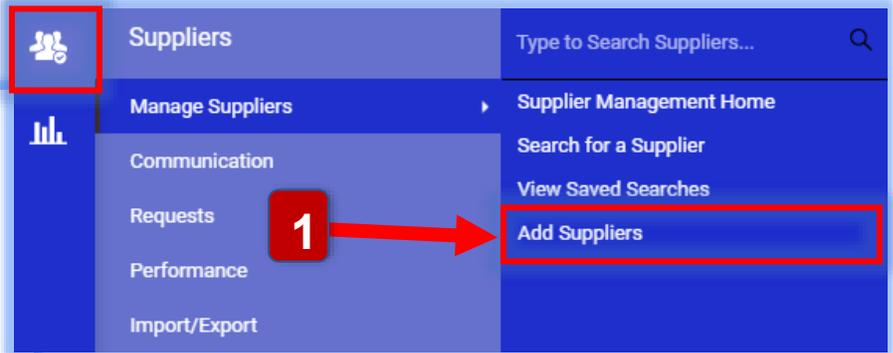
Step 2: Invite Supplier to register as an authorized v

2. In the pop-up box, select the **Registration Type*** and enter the following information:

- **Supplier Name**
- **Email Address**
- **Confirm Email Address**

3. Click the I**nvite Supplier to Register** Button.

***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 (have your vendor contact check their email inbox or spam folder for invitation).

- An email notification is sent to the end user after the vendor completes their registration process (notifications are sent from support@sciquest.com or 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 the end user to confirm the vendor is approved.