

TTUHSC El Paso New Vendor Request System

Departments may request a New Vendor to be set up by completing a form in the New Vendor Request system. Once the form is submitted, it will be sent to the vendor team for review. Once the new vendor has been set up, someone from the vendor team will contact you.

Accuracy is important to prevent a delay in this process. You may contact the vendor team if you have any questions while entering the form at VendorTeamElp@ttuhsc.edu.

Please note that all new Medical Practice Income Plan (MPIP) vendors will be set up with check bundling turned off. However, if you require check bundling for this new vendor, please contact the vendor team.

The New Vendor Request system is available at <https://aws03.ttuhsc.edu/VendorRequest>. You may also access it from the Applications Development website's Helpful Links for New Vendor Request (<http://el Paso.ttuhsc.edu/fiscal/businessaffairs/applicationsdevelopment/apps.aspx>) or the Contracts Department (<http://el Paso.ttuhsc.edu/fiscal/contracting/>) by selecting "Vendor Setup."

This document containing details about the New Vendor Request system is available by clicking on "Help" in the menu bar on the left side of the page and then clicking on the Vendor Request Help Manual.

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER,
Finance & Administration

BUSINESS AFFAIRS VENDOR REQUEST

Home
Request Vendor
Help
VERSION 1.0 - 05/09/2017

WHAT'S NEW?

Sign Out

HSC Home > Finance & Administration > Business Affairs Request Vendor >

Business Affairs New Vendor Request

Welcome to the TTUHSC Business Affairs New Vendor Request.

HSC Home > Finance & Administration > Business Affairs Request Vendor >

Help

Manual

■ Vendor Request Help Manual

Click on "Help"

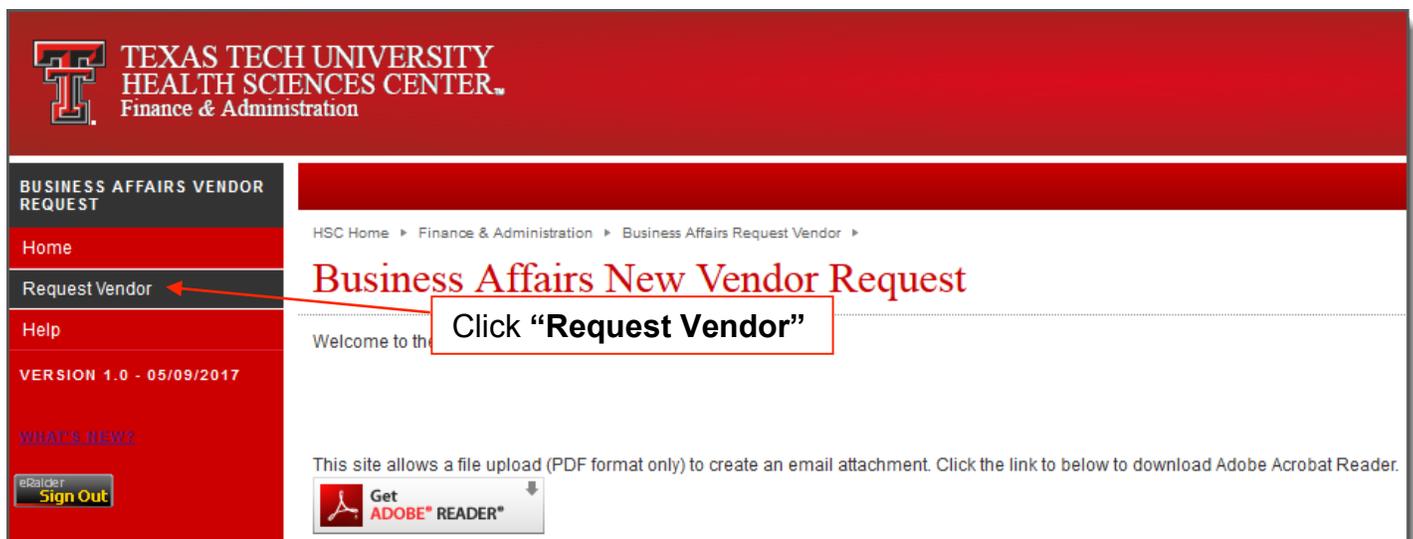
Click here for "Manual"

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Process Outline:

Enter New Vendor Request

When you first visit the **New Vendor Request** system site, you will be asked to sign in using your **eRaider name** and **password**. To enter a request, click on **“Request Vendor”** in the menu bar on the left side of the page.



A **New Vendor Request** form will be displayed for the user to enter some required information, broken into the following three sections:

General Information

Mailing Address

Comments

You may contact the **vendor team** at VendorTeamElp@ttuhsc.edu with questions regarding the information requested in the **New Vendor Request** form displayed below:

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BUSINESS AFFAIRS
VENDOR REQUEST

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HSC Home » Finance & Administration » Business Affairs Request Vendor »

New Vendor Request

A form for requesting a new vendor is below. Once submitted, your request will be sent to the vendor team for review. Someone from the vendor team will contact you once the new vendor has been set up. Please take time to be as accurate as possible, since inaccuracies may delay the process. Contact the vendor team if you have any questions about the requested information. Please note that all new MPIP vendors will be set up with check bundling turned off. If you require check bundling for this new vendor, please contact the vendor team at bonnie.weber@ttuhsc.edu.

General Information

- * Type
- * Legal Name
- Tax ID No. (TIN)
- File Upload (W9) No file selected

Mailing Address

- * Address 1
- Address 2
- Address 3
- * City
- * State
- * Zip
- * Phone
- Fax
- Contact Person's Name
- Contact Person's E-mail

Comments

Please include any information you feel might be useful for those setting up this new vendor

**New Vendor Request form
(to be completed by requestor)**

Enter the type of vendor by clicking the “Type” drop-down menu and clicking on your selection.

(Note: You must enter the **type** and any field with a **red asterisk *** in front of it. The required fields will change based on the **type** selected.)

General Information

- * Type
- * Legal Name
- Tax ID No. (TIN)
- File Upload (W9)

Mailing Address

Affiliation

- Affiliation
- Business Associate Agreement
- Expense
- Fellowship
- MPIP Refunds
- Patient Billing System
- Revenue A/R
- Revenue non-A/R
- Other

Click on drop-down arrow

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Enter the required fields listed below for ALL vendor types:

- **Type**
- **Legal Name**
- **Address 1**
- **City**
- **State**
- **Zip**
- **Phone**

(Note: Required fields will have an asterisk. Required fields vary based on the selected **type**.)

The screenshot shows a web form with three main sections: General Information, Mailing Address, and Comments. A red box labeled "Required fields for ALL types" has arrows pointing to the following fields: * Type, * Legal Name, * Address 1, * City, * State, * Zip, and * Phone. The form contains the following fields and values:

Field	Value
* Type	Affiliation
* Legal Name	Vendor's Legal Name
Tax ID No. (TIN)	
File Upload (W9)	Browse... No file selected.
* Address 1	1234 Street
Address 2	
Address 3	
* City	El Paso
* State	Texas
* Zip	12345
* Phone	111-111-1111
Fax	
Contact Person's Name	
Contact Person's E-mail	

Comments section: Please include any information you feel might be useful for those setting up this new vendor. Below the text is a large empty text area.

Submit Request

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Enter the following required fields for “Expense” type

- Tax ID No. (TIN)
- File Upload (W9)

(Note: A PDF file type extension (.pdf) is required for File Upload)

General Information

* Type	Expense
* Legal Name	Vendor's Legal Name
* Tax ID No. (TIN)	123456789
* File Upload (W9)	<input type="button" value="Browse..."/> vendorRequest.pdf

Mailing Address

* Address 1	1234 Street
Address 2	
Address 3	
* City	El Paso
* State	Texas
* Zip	12345
* Phone	111-111-1111
Fax	
Contact Person's Name	
Contact Person's E-mail	

Comments

Please include any information you feel might be useful for those setting up this new vendor

Clicking “Expense” requires entering 2 additional fields

After entering all fields required for the selected **type** and any additional optional fields, **submit** your request. This will generate an email to the **vendor team**.

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Click "Submit Request" at bottom of form.

New Vendor Request

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General Information

* Type	Expense
* Legal Name	Vendor's Legal Name
* Tax ID No. (TIN)	123456789
* File Upload (W9)	<input type="button" value="Browse..."/> VendorRequest.pdf

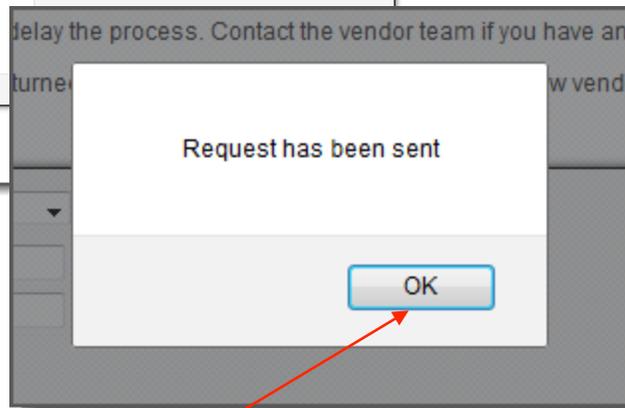
Mailing Address

* Address 1	1234 Street
Address 2	
Address 3	
* City	El Paso
* State	Texas
* Zip	12345
* Phone	111-111-1111
Fax	
Contact Person's Name	Vendor Request Test
Contact Person's E-mail	vendors email goes here

Comments

Please include any information you feel might be useful for those setting up this new vendor
Testing purposes only.

Click "Submit Request"



Click "OK" and an email with the **New Vendor Request** information entered will be sent to the **vendor team**.

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There are **two** types of emails generated based on the selected **type**.

- **All types** other than “MPIP Refunds” (**non-MPIP Refunds**)
- **MPIP Refunds**

Below is an example of a **non-MPIP Refund**, which happens to be an **expense** type.

Message VendorRequest.pdf (87 KB) ← A required **PDF** file for **expense type** will be attached to the email.

Contract Submission New Vendor Request

General Information

Legal Name: Vendor's Legal Name
Tax ID No. (TIN): 123456789
Type: Expense ← For a **non-MPIP Refund**, the **type** will be printed.

Mailing Information

Address1: 1234 Street
Address2:
Address3:
City: El Paso
State: TX
Zip: 12345
Phone: 111-111-1111
Fax:
Contact Name: Vendor Request Test
Contact Email: vendors email goes here

Comments from the submitter: Testing purposes only.

***** SUBMITTED BY *****

Name: Bonnie Weber
Phone: 9152154513
Email: bonnie.weber@ttuhsc.edu
Date/Time: 05/18/2017 3:28PM

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The following is an example of an **MPIP Refunds** request and the **email** that will be generated once the request is submitted.

New Vendor Request

A form for requesting a new vendor is below. Once submitted, your request will be sent to the vendor team for review. Someone from the vendor team will contact you once the new vendor has been set up. Please take time to be as accurate as possible, since inaccuracies may delay the process. Contact the vendor team if you have any questions about the requested information. Please note that all new MPIP vendors will be set up with check bundling turned off. If you require check bundling for this new vendor, please contact the vendor team at bonnie.weber@ttuhsc.edu.

General Information

* Type	MPIP Refunds
* Legal Name	Vendor's Legal Name
Tax ID No. (TIN)	
File Upload (W9)	<input type="button" value="Browse..."/> No file selected.

Mailing Address

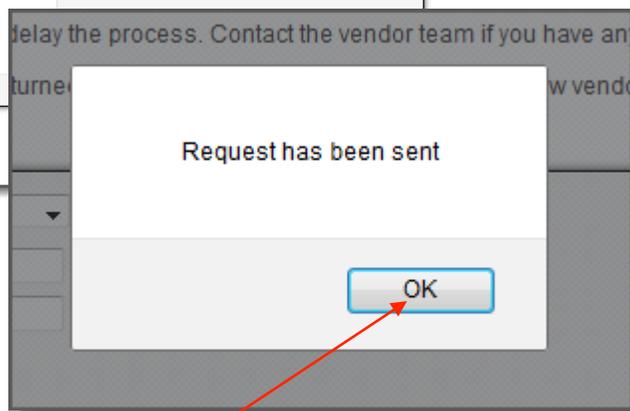
* Address 1	1234 Street
Address 2	
Address 3	
* City	El Paso
* State	Texas
* Zip	12345
* Phone	111-111-1111
Fax	
Contact Person's Name	Vendor Request Test
Contact Person's E-mail	vendors email goes here

Comments

Please include any information you feel might be useful for those setting up this new vendor

Testing purposes only - MPIP

Click **"Submit Request"**



Click **"OK"** and an email with the **New Vendor Request** information entered will be sent to the **vendor team**.

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Below is an example of an **MPIP Refunds** request and an example of the **email** it generates.

It will have "MPIP Refunds" as its header, but will not have an entry under Tax ID for its type.

MPIP Refunds New Vendor Request

General Information

Legal Name: Vendor's Legal Name

Tax ID No. (TIN):

Mailing Information

Address1: 1234 Street

Address2:

Address3:

City: El Paso

State: TX

Zip: 12345

Phone: 111-111-1111

Fax:

Contact Name: Vendor Request Test

Contact Email: vendors email goes here

Comments from the submitter: Testing purposes only

***** SUBMITTED BY *****

Name: Bonnie Weber

Phone: 9152154513

Email: bonnie.weber@ttuhsc.edu

Date/Time: 05/18/2017 3:48PM