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 icon → Manage Suppliers → Add Suppliers.

**Step 2: Invite Supplier to register as an authorized vendor**

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 Invite 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.