How do I order from a supplier who is not in 49er Mart?

Tell Me

You can **add a non-catalog supplier** if a supplier (vendor) is not found in 49er Mart.

1. In Banner, query for the supplier's name in form **FTIIDEN** (Entity Name/ID Search).
2. If the supplier is in Banner
   a. To activate in 49er Mart for **eCRs only**: Email vendor-setup@uncc.edu.
   b. To activate in 49er Mart for **POs**: Send an email to your Purchasing Agent and ask them to add the supplier to 49er Mart. The Purchasing Agent will review the vendor information and approve or deny the request, sending an email to the user and to Vendor Setup.
3. If the supplier is not in Banner
   a. Send the supplier a **Vendor Information Form**.
   b. Vendor Setup will work with Purchasing to coordinate the review of the vendor information and request approval to activate the vendor in 49er Mart.
   c. Purchasing will send an email to the user and Vendor Setup to let them know that the request was approved or denied.

Related FAQs

- How do I order from a supplier who is not in 49er Mart?
- How do I access the Amazon Punch-out Catalog training materials?
- How do I access the eCR (electronic check request) in 49er Mart?
- How do I Return or Reject a Requisition as an Approver?
- How do I return items in 49er Mart?