

INSTRUCTIONS FOR REQUESTING A NEW VENDOR

New Vendors may only be requested by Department Leaders or Principals.

Steps to determine if a New Vendor should be added in IVEE.

1. Verify that the item you need to purchase is unavailable from another already, approved vendor. In completing the New Vendor Request Form be prepared to enter the justification for why this vendor is needed.
2. Contact the Purchasing Agent to confirm that the New Vendor Request Form should be completed.
3. Request the W-9 from the vendor. The W-9 must be attached to the New Vendor Request Form.
4. The New Vendor Request Form should be completed by a Department Leader or Principal.

Instructions to complete the New Vendor Request Form.

Step 1: Open browser in Chrome for <http://tech.hempfieldsd.org/>.

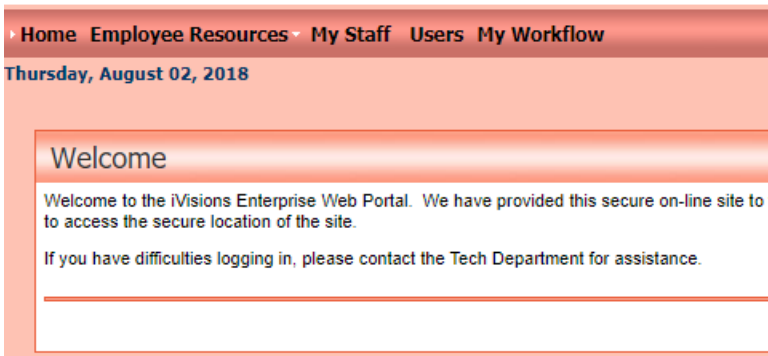
Step 2: Click on the icon for Infinite Visions.



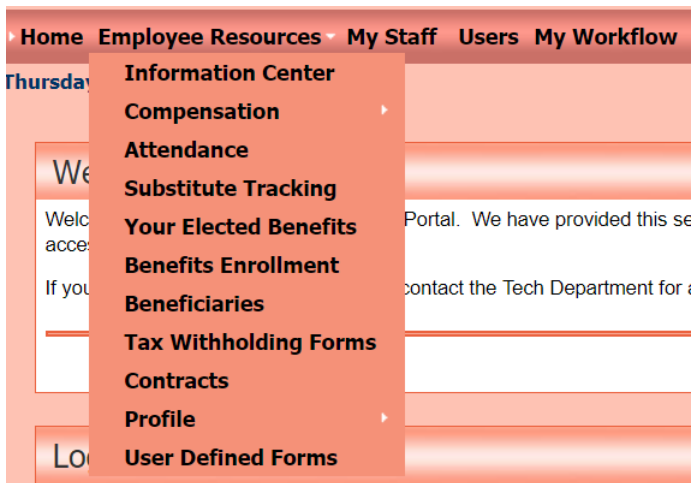
Step 3: Login using Active Directory username and password.

A screenshot of the "Login to iVisions" form. It includes fields for "User Name:" and "Password:", a "Remember Login" checkbox, and a "Login" button.

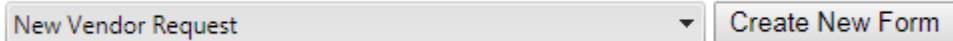
Step 4: Click on Employee Resources.



Step 5: Scroll down to User Defined Forms.



Step 6: Select New Vendor Request and Click on Create New Form.



Step 7: Complete the New Vendor Request Form, filling out all the fields on the form.

Please note that a W-9 must be attached to the request. When you have finished entering the information and attaching the W-9, click Submit. Your form will be reviewed and you will receive a response within 48 hours of your submission.

**Hempfield School District
Landisville, PA**

New Vendor Request

Submission of this form does not guarantee that this vendor will be approved. We will respond within 48 hours.

Date Requested 

Requested By

NEW VENDOR INFORMATION

Vendor Name

Address

City, State, Zip

Phone Number

Email Address

Fax Number

How to send vendor a PO?

Provide corresponding information below.

PO Email Address

PO Fax Number

Type of Service/Goods

What would you like to purchase?

Briefly, tell us why this vendor needs to be used over an already approved vendor?

The proposed vendor's completed W9 must be attached to this form.
A completed W9 will have the vendor's business name, address, tax identification number, and an authorized signature.
Click on "Choose File" to add the document.

No file chosen