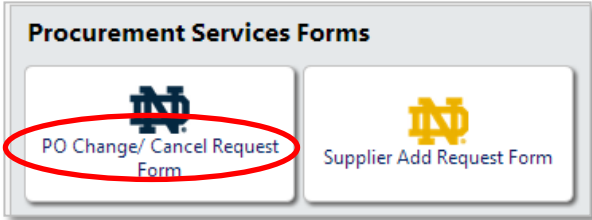


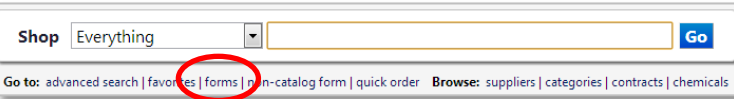
buyND™ Procurement Services Forms

PO Change/Cancel Request Form

1. You can make a request to change or cancel a PO using the **PO Change/Cancel Form** in buyND.
2. There are two ways to access the form:
 - a) Click on **PO Change/Cancel Request Form** under **Procurement Services Forms** on the **Home** screen.



- b) Click on **forms** under the **Shop** search field and then on **PO Change-Cancel Request Form**.



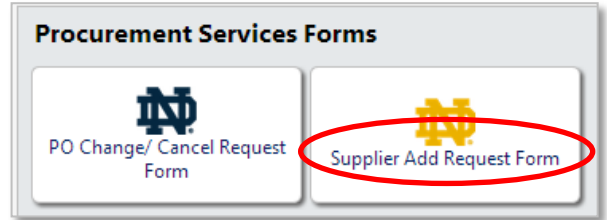
3. Enter the **Supplier Name on PO**, the **PO number**, and details of the change/cancellation. Include as much detail as possible.

Change Reason - Mark all that apply ?	Cancel Reason - Mark all that apply ?
Change FOAPAL Values <input type="checkbox"/>	Backorder time is unacceptable <input type="checkbox"/>
Change Price <input type="checkbox"/>	Item(s) discontinued or unavailable <input type="checkbox"/>
Change Quantity <input type="checkbox"/>	Cancel per user request <input type="checkbox"/>
Change Description or Catalog No. <input type="checkbox"/>	Incorrect vendor on PO <input type="checkbox"/>
Change/Add Notes or Attachments <input type="checkbox"/>	Supplier will not accept PO for various reasons <input type="checkbox"/>
Add or remove line item(s) <input type="checkbox"/>	Paid by other means <input type="checkbox"/>

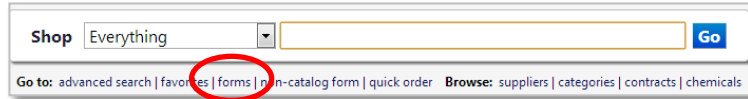
4. Choose a **Reason** or reasons for the change/cancellation.
5. Once you have completed the form, click on **Add and Go to Cart** in the upper right hand corner.
6. Once you're in your cart, make sure the form is the only item in your cart to avoid rejection. Click **Proceed to Checkout**.
7. The system requires you to complete the commodity code, grant review, and FOAP (unless populated using default values from your profile). However, these values are not tied to the change order request. All details for the change request must be included on the form.
8. Click **Submit Requisition**.
9. You will receive a system generated email when the request is complete.

Supplier Add Request Form

1. You can make a request to add a new supplier using the **Supplier Add Request Form** in buyND.
2. There are two ways to access the form:
 - a) Click on **Supplier Add Request Form** under **Procurement Services Forms** on the **Home** screen.



- b) Click on **forms** under the **Shop** search field and then on **Supplier Add Request Form**.



3. Complete this form with as much detail as possible. (i.e. **Supplier Name**, full address, contact person with phone and email, etc.)

4. Once you have completed the form, click on **Add and Go to Cart** in the upper right hand corner.
5. Once you're in your cart, make sure the form is the only item in your cart to avoid rejection. Click **Proceed to Checkout**.
6. The system requires you to complete the commodity code, grant review, and FOAP (unless populated using default values from your profile). However, these values are not tied to the change order request. All details for the change request must be included on the form.
7. Click **Submit Requisition**.
8. All supplier add requests will be reviewed by Procurement Services to ensure that the requested product/service is not already available from a strategic or preferred supplier.
9. You will receive a system generated email when the request is complete.