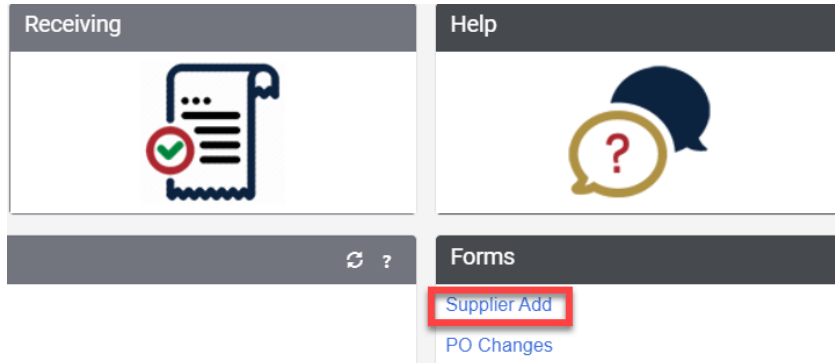


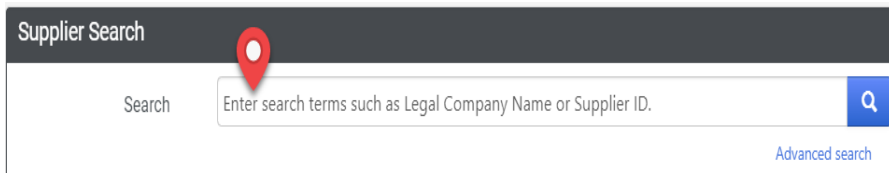
1. Supplier Add Link

- In the homepage of buyND+, click **Supplier Add** under Forms.



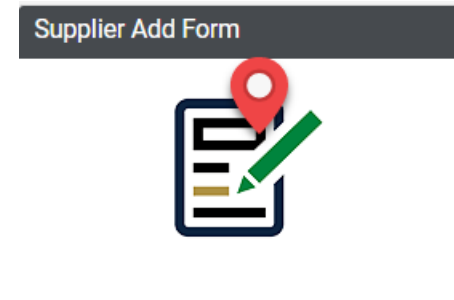
2. Search for the Supplier

- Use the **Supplier Search** to make sure the supplier is not already in the system.



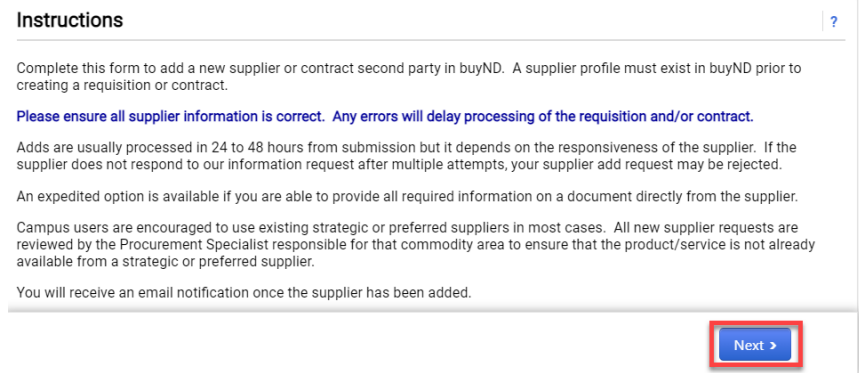
3. Icon

- Click the **Supplier Add** icon to begin the process



4. Instructions

- Please read the detailed instructions on adding suppliers
- Click **Next**



5. Questions

- Required questions will have a **star**.

▼ **Supplier or Second Party Add Request**

This supplier add request is for

Purchase Requisition

Contract with buyND Purchase

Contract without buyND Purchase

- Once all required questions have been answered, click **Next** in the bottom right corner.

[< Previous](#) [Save Progress](#) [Next >](#)

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6. Review and Submit

- Make sure all pages are complete and have a green check mark, then click **Submit**.

Review and Submit [Request Actions](#) [History](#) [?](#)

✓ Required Fields Complete

Section	Process
Questions	✓ Required Fields Complete

[< Previous](#) [Add to Favorites](#) [Submit](#)

7. Form Approvals

- To view where the Supplier Add is currently, click the **Form Approvals** page.
- Click **View Approvers** to get contact information.

Supplier Add

Form Number 563350
Purpose Generic Request
Status Incomplete

Instructions
Questions ✓
Review and Submit
Form Approvals

Form Approvals

Submitted Future

Procurement Specialist Review View approvers

Supplier Add Future View app

Workflow Step Approvers (Procurement Specialist Review)

Approver Group : Supplier Add Review- Mike Voss

Alfredo Rangel arangel2@nd.edu +1 574-631-8216

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