Supplier Add

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

For assistance, call Procurement Service Help Desk at 631-4289 or email at buy@nd.edu
5. Questions

- Required questions will have a star.

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

6. Review and Submit

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

7. Form Approvals

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