

Supplier Add Request Form in buyND

Effective: 12-Oct, 2009

You can now make a request to add a new supplier in buyND by using the “Supplier Add Request Form”.

1. Click on “Supplier Add Request Form” under the “ND Forms” available on the Home/Shop page.



You can also get to the forms by clicking on the “forms” link under the product search field or by going to the “favorites” section of the system. Then, click on the “ND Forms” under shared folder.

2. Please enter the information in the respective fields. When you are done entering the details in the Form, click on “Add and Go to Cart”. It will take you to the Cart screen. The system requires you to complete the commodity code, grant review and FOAP (unless populated using default values form your profile) however, these values are not tied to the supplier add request. In case of a merger or acquisition, please include all details or send an email to buy@nd.edu with as much details as possible.

The screenshot shows the 'Supplier Add Request Form' with the following sections:

- Supplier Add Request Form**: Contains instructions and required fields.
- Supplier Information**: Includes fields for Supplier, Address, Supplier Phone, Quantity, and Estimated Price.
- Supplier Add Information**: Includes fields for Product/Service to be purchased, Approx cost of the purchase, Supplier Name, Purchase Order Address, Phone No., Fax No., Email, and Website (URL).
- * Procurement Services Use Only ***: Includes fields for Requestor Name, Min. Order Requirement, W9 Form, and Sourcing Manager Registration.

The 'Available Actions' section at the top right shows the 'Add and go to Cart' button circled in red.

Just like any other requisition, you will be able to see if the request has been completed or not by clicking on the requisition number and looking at the PR Approval or History tabs.