

# Managing Submitted Request Forms (Viewing Status, Adding Comments, and Editing)



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Once a Contract, Sourcing, or Supplier Request Form has been submitted, log in to **Guided BUYing** to check the approval status or view/add comments. Once a form is approved or denied you will receive email notification, but when comments are added you will not receive an email notification.

The screenshot displays the Guided BUYing interface with four numbered callouts:

- 1**: Points to the "Your Requests" tab in the top navigation bar.
- 2**: Points to the "Custom forms (6)" filter option in the request list.
- 3**: Points to the "Submitted" status filter in the dropdown menu.
- 4**: Points to the "Submitted" status label on the right side of a request card.

The interface shows a grid of request categories (General Goods & Services, Campus Planning & Operations, Marketing & Advertising) and a list of recent requests. The list includes:

Request ID	Status	Item Name	Amount	Requested
PR645	Submitted	Fisher Scientific Punchout Catalog	\$2,317.30 USD	Requested 0 days ago
PR643	Composing	Fisher Scientific Punchout Catalog		

The request list also shows filters for "All (69)", "Quotes (0)", and "Custom forms (6)". A dropdown menu for "Submitted" status is visible, showing options for "Form Id" and "Form Name".

- 1 Click the **Your Requests** tab on the **Guided BUYing** homepage to view submitted forms.
- 2 Click **Custom forms**.
- 3 Filter requests display and search.
- 4 View submitted requests included status. Click request to view further details.

# Managing Submitted Request Forms (Viewing Status, Adding Comments, and Editing)

Once you have selected the form for editing, you can add comments and additional approvers.

The screenshot shows a web interface for a submitted request form. At the top, the form title is "CF25 - BU Contract Request Form" with a submission timestamp of "Submitted on 02/28/2020, 8:16:26 AM". A red box labeled "5" highlights the "Withdraw" and "Exit" buttons. Below the title, there is a paragraph of instructions: "Please use this form to submit a contract to be reviewed and negotiated by Sourcing and Procurement. Note, all contract requests require a minimum of 2 weeks for negotiation and is dependent on the responsiveness of the supplier." The form contains several sections: "Contract Description" (TAS5630 amplifier board), "CommodityCode" (Electronic hardware and component parts and accessories (3213)), "Supplier" (Aptech), "New Supplier Details" (Aptech), "Contract Amount" (5,000 USD - US Dollar), and "Desired Contract Execution Date" (03/14/2020). Below the form, there is an "Approval" section showing a workflow with a single step "BU Supplier Reg Admin". A red box labeled "6" highlights the "Edit Approvers" link. Below the approval section is a "Comments" section with a text input field and an "Add" button. A red box labeled "7" highlights the "Add" button. At the bottom of the form, there are "Withdraw" and "Exit" buttons.

Review request details.

## Actions:

**5 Withdraw:** Select withdraw to edit and resubmit request. After you resubmit, the approval process restarts.

**6 Approval Workflow:** View and edit approvers. Editing approvers allows you to add a parallel approver

**7 Comments:** Enter a comment (i.e., a note to a team member in Sourcing & Procurement) and click **Add**.

# Managing Submitted Request Forms (Viewing Status, Adding Comments, and Editing)

A form can be denied for insufficient information or because a supplier cannot be registered with the University. Requisitioners will receive an email notification when a form is rejected and can view comments, edit the request, and resubmit if applicable.

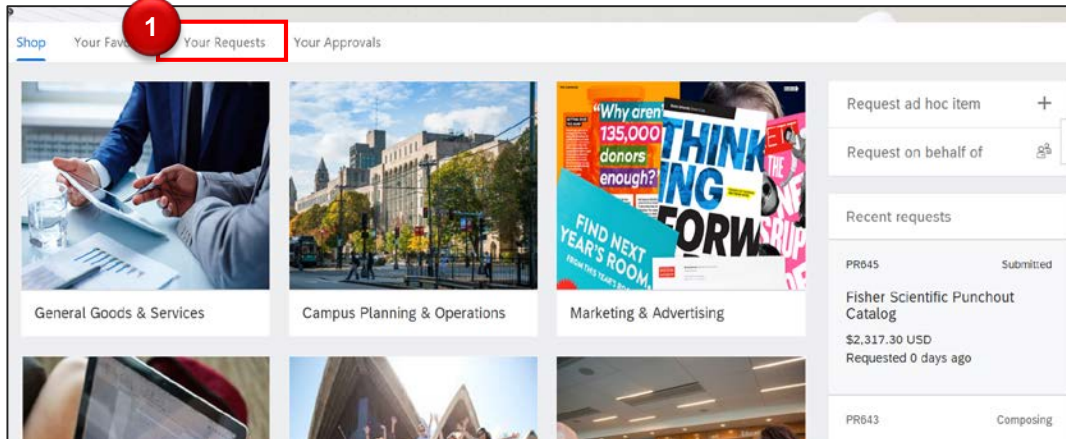
1 Click the **Your Requests** tab on the **Guided BUYing** homepage to view submitted forms.

2 Click **Custom forms**.

3 Filter requests display and search.

4 View submitted requests included status. Click request to view further details.

If a form is **denied**, click the request to view details and make required edits, if applicable.



# Managing Submitted Request Forms (Viewing Status, Adding Comments, and Editing)

If the form is denied, you will be able to view comments, edit the request, and resubmit if applicable.

SUP19 - Supplier Request Form ⓘ Denied

Please use this form to request a new supplier. Note, supplier registration requires the supplier to register with BU and on the Ariba Network. Please allow a minimum of one week. Do not use this form to submit confidential info, including Social Security numbers or W9/W8 tax forms. Enter the supplier's name as the document title below.

Title  
Lonardo Consulting (TEST)

Supplier Name  
Lonardo Consulting (TEST)

**6** Edit Exit Print

Comments

ⓘ Denied Please provide more information on reason for engaging supplier. Have you considered university preferred suppliers?  
NGOC HAN LE - Tuesday, June 23, 2020 9:38 PM

Add comments

**5** Add

Maximum 2048 characters

SUP19 - Supplier Request Form Saved on 06/23/2020, 9:36:26 PM

Delete Exit Save **7** Submit

Please use this form to request a new supplier. Note, supplier registration requires the supplier to register with BU and on the Ariba Network. Please allow a minimum of one week. Do not use this form to submit confidential info, including Social Security numbers or W9/W8 tax forms. Enter the supplier's name as the document title below.

Title \*  
Lonardo Consulting (TEST)

Supplier Name \*  
Lonardo Consulting (TEST)

Scroll down to the comments section to see reason for denial.

- 5** Add a comment and click **Add**.
- 6** To edit the request, scroll up and click **Edit**.
- 7** The form is now editable and changes can be made. Once complete, click **Submit**. The form will be sent for reapproval.

