

# Supplier Request Form




# Supplier Request Form

Complete the Supplier Request Form to register a supplier with Boston University before engaging the supplier. These requests are routed through Sourcing & Procurement who facilitates the new supplier registration process.

[Request Forms](#)


Please use these forms to request help from Sourcing & Procurement or Accounts Payable.



Custom form

**Supplier Request Form**

All




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Custom form

**Sourcing Request Form**

All




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Custom form

**Contract Request Form**

All



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# Supplier Request Form

After reviewing our extensive database of registered and contracted suppliers, submit a Supplier Request Form to request registration for a new supplier. New suppliers should only be considered for rare sole-sourced items that are not available from one of our registered suppliers.

1 Click **Reporting, Help and Forms** tile on the **Guided BU**ying homepage.

2 Select the **Supplier Request Form**

The image shows a two-step process for navigating to the Supplier Request Form. Step 1: The Guided Buying homepage features a search bar and a grid of category tiles. A red circle with the number '1' highlights the 'Request Forms' tile, which contains a large question mark icon. Step 2: A modal window titled 'Request Forms' is displayed, showing a list of available forms. A red circle with the number '2' highlights the 'Supplier Request Form' option, which is the first item in the list. The list also includes 'Sourcing Request Form' and 'Contract Request Form'. The Boston University logo is visible in the bottom left corner.

# Supplier Request Form

Fill out the Supplier Request form and include as much information as possible. Read the instructions at the top of the form before you begin.

The screenshot shows a web form titled "Supplier Request Form" with a "New" button and "Cancel", "Save", and "Submit" buttons. The form contains the following fields:

- Title \***: A text input field containing "Lonardo Consulting Company". A red box highlights this field with a red circle containing the number 3.
- Supplier Name \***: A text input field containing "Lonardo Consulting Company".
- Commodity Code \***: A dropdown menu with a search icon. The selected option is "consulting". A red box highlights this field with a red circle containing the number 4.
- Supplier Website \***: A text input field containing "https://www.bu.edu/sourcing/". A red circle containing the number 5 is next to this field.
- Supplier Address \***: A text input field containing "975 Commonwealth Avenue Boston, MA 02215".
- Supplier Contact Name \***: A text input field containing "Erika Lonardo".
- Supplier Contact Email \***: A text input field containing "elonardo@bu.edu".
- Supplier Contact Phone Number \***: A text input field containing "617-353-2370".

## Special Instructions:

3 Enter the supplier's legal name in the **Title** and **Supplier Name** fields.

4 **Commodity Code**: Type a keyword in the field next to **Commodity Code** and select the most relevant code.

5 Provide the supplier's contact information.



**Note:** Some suppliers take significantly longer to register and much of the delay is due to their responsiveness.

## Supplier Request Form

Describe need for a new supplier. If a PCard can be used with an unregistered supplier, that should be the preferred method of payment.

Be sure to indicate you cannot source this product or service from one of our registered and contracted suppliers as that will be the first of many steps we take in reviewing the need to register the supplier. The suppliers acceptance of PCards is also considered.

The screenshot shows a web form with two main sections. The top section is a text area with the label "Describe your need for a new supplier \*". Inside this text area, the text "We would like to engage this supplier to help us edit documents." is entered. A red circle with the number "6" is positioned at the top right corner of this text area. The bottom section is titled "Attachments" and contains an "Upload file" button and a list of files. One file, "Lonardo Consulting.pdf", is listed with a close icon (x) to its right. A red circle with the number "7" is positioned at the top left corner of the attachments section.

### Special Instructions: Supplier Details:

- 6 Describe the reason you are requesting to register the supplier.
- 7 Attach any relevant documentation.  
**Note:** Do not attach W8s/W9s.

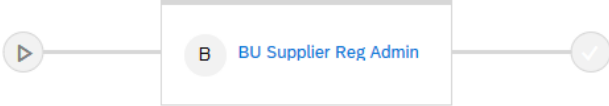
# Supplier Request Form

Finish populating the required fields and click **Submit**. Status of submitted forms can be found by navigating to the **Guided BUYing** homepage and clicking **My Requests**.

8


Approval [C](#)

Changes to the form may affect the approval process. Click the refresh icon to see the most current process.



9

Cancel Save **Submit**



Your form 'SUP17 - Supplier Request Form' has been submitted!

Proceed

## Special Instructions:

8 View approval workflow

9 Click **Submit** and view confirmation.

## Next Steps:

The Supplier Request Form is sent to Sourcing & Procurement. The Supplier Registration Administrator will review the request and advise on next steps.



**Note:** Converse with Sourcing & Procurement using the comment section of the form.