

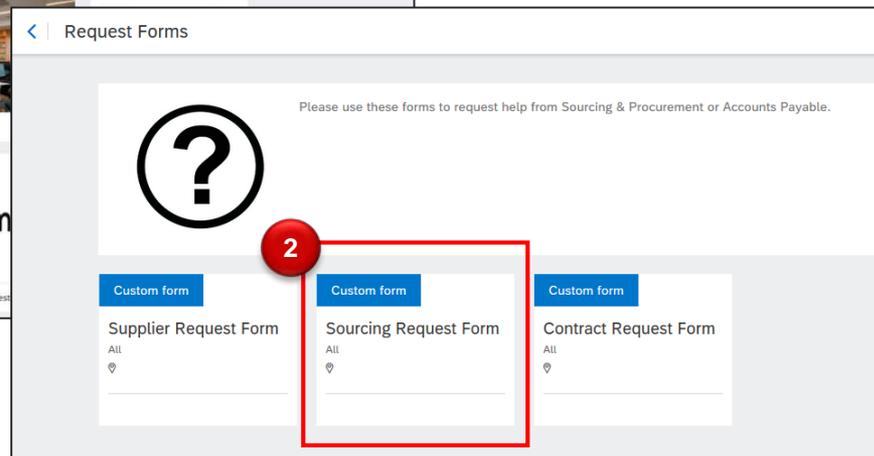
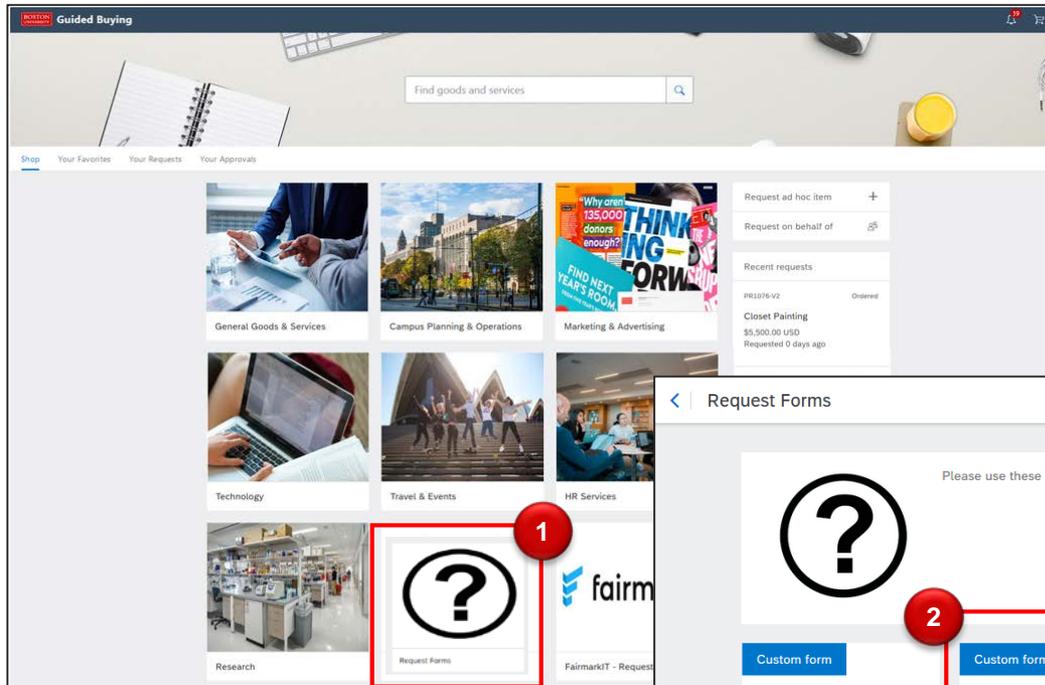
Sourcing Request Form



Sourcing Request Form

Submit the Sourcing Request Form to request help on a Sourcing project. The form will be routed to Sourcing & Procurement who can assist with an assessment of your current spend, market research including an assessment of the supply chain, a total cost analysis with identification of suitable suppliers, the development of a sourcing strategy, negotiation and contracting, as well as tracking and managing supplier performance.

- 1 Click the **Request Forms** tile on the **Guided BU**ying homepage.
- 2 Select the **Sourcing Request Form**.



Sourcing Request Form

Complete the Sourcing Request Form including as much detail as possible. Your name and email address will populate the request. Required fields are indicated with red asterisks.

Sourcing Request Form New Cancel Save Submit

Please use this form to submit a request for assistance with a sourcing project.

Requests can include identifying sources of supply, conducting a competitive bid or quote solicitation, and/or developing a negotiation strategy.

Requester Name * Requester Email *

Department Name * Phone Number *

Description of Sourcing Project *

Boston University is soliciting proposals from qualified professional independent organizations who specialize in fire alarm system inspection, testing, and motoring. All suppliers must be able to conduct service testing and maintenance of its fire alarm and life safety systems in compliance with Boston Fire, NFPA, and all other relevant building codes, ordinances, and regulations. Life safety is a critical aspect of Boston University's Facilities Management and Operations.

Sourcing Category *

Choose one

- (None)
- Business & Site Services
- Facilities
- Research
- Technology

Special Instructions:

- 3 Enter **Department Name** and **Phone Number**.
- 4 **Description of Sourcing Project:** Provide detailed information on project.
- 5 **Sourcing Category:** Select the appropriate category.



Note: Click Save to complete the form at a later time.

Sourcing Request Form

Provide details for the request including suppliers, internal stakeholders to include, budget and desired project execution date.

The screenshot shows a Sourcing Request Form with the following sections and callouts:

- Supplier information** (Callout 6): A text area containing the text: "We are considering Fire Alarm Boston, but would like the assistance of Sourcing to make the best decision."
- Project Team** (Callout 7): A text area containing the name "Erika Lonardo".
- Do you have an estimated budget? *** (Callout 8): A dropdown menu with "Yes" selected.
- Estimated Budget *** (Callout 8): A text input field containing "150,000" and a currency dropdown menu set to "USD - US Dollar".
- Desired Project Execution Date** (Callout 8): A date picker field showing "07/22/2020".
- Further attachments for information** (Callout 9): A section with an "Upload file" button and a file attachment labeled "Fire Alarm Boston.pdf".

Special Instructions:

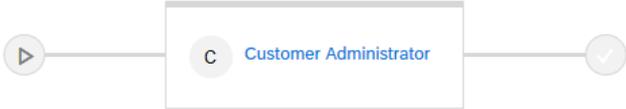
- 6 Supplier information:** Note suppliers to include in the sourcing event.
- 7 Project Team:** Note individuals or groups who need to be included in the project.
- 8 Details:** Indicate if you have an estimated budget and enter a desired execution date.
- 9 Attachments:** Upload any relevant documentation.

Sourcing Request Form

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

10 Approval [↻](#)

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



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Your form 'SOR3 - Sourcing Request Form' has been submitted!

Special Instructions:

- 10** View Approval Workflow
- 11** Click **Submit** and view confirmation.

Next Steps:
The Sourcing Request Form is sent to Sourcing & Procurement. A Sourcing team member will reach out regarding the project.



Note: Converse with Sourcing & Procurement using the comment section of the form. Comments do not generate emails. Please check back to see comments.