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.
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.
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.

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

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.
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.

Special Instructions:
Supplier Details:

6. Indicate if the supplier will be used more than once.

7. Provide the Dollar value of Supplier Engagement or Purchase.

8. Describe the reason you are requesting to register the supplier.

9. Attach any relevant documentation. **Note:** Do not attach W8s/W9s.
Finish the required fields and click **Submit**. Status of submitted forms can be found by navigating to the **Guided BUy**ing homepage and clicking **Your Requests**. Open the form to view any comments added.

**Special Instructions:**

10. View the approval workflow

11. Click **Submit** and view confirmation.

**Next Steps:**

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

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