

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

Managing Submitted Request Forms – Check status

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.

You will receive an email once a form is approved or denied, but you will not receive emails when comments are added.

The screenshot displays the 'Guided BUYing' interface. At the top, there are tabs for 'Shop', 'Your Favorites', 'Your Requests' (highlighted with a red box and a red circle with the number 1), and 'Your Approvals'. Below the tabs, there are three main sections: 'General Goods & Services', 'Campus Planning & Operations', and 'Marketing & Advertising'. To the right of these sections, there is a 'Recent requests' list. The first request is 'PR645' for 'Fisher Scientific Punchout Catalog' with a status of 'Submitted'. The second request is 'PR643' for 'Fisher Scientific Punchout Catalog' with a status of 'Composing'. Below the 'Recent requests' list, there is a red box with a red circle with the number 2, containing the text 'All (69)', 'Quotes (0)', and 'Custom forms (6)'. To the right of this box, there is a red box with a red circle with the number 3, containing a search bar with the text 'Find a request' and a dropdown menu with options 'Form Id' and 'Form Name'. Below the search bar, there is a red box with a red circle with the number 4, containing a list of request forms. The first form is 'CF25' for 'BU Contract Request Form Document' with a status of 'Submitted'. The second form is 'CF24' for 'BU Sourcing Request Form Document' with a status of 'Submitted'. The Boston University logo is visible in the bottom left corner.

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. Select the request to view further details.

Managing Submitted Request Forms – Add comments and approvers

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

The screenshot displays the 'CF25 - BU Contract Request Form' interface. At the top, a status bar indicates 'Submitted on 02/28/2020, 8:16:26 AM'. A red box labeled '5' highlights the 'Withdraw' and 'Exit' buttons. The form contains several sections: 'Contract Description' (TAS5630 amplifier board), 'CommodityCode' (Electronic hardware and component parts and accessories (3213)), 'Supplier' (Please search and select if in list), 'Were you able to find the Supplier in the list above?' (No), 'New Supplier Details' (Aptech), 'Contract Amount' (5,000 USD - US Dollar), and 'Desired Contract Execution Date' (03/14/2020). Below the form, the 'Approval' section shows a workflow diagram with a box labeled 'BU Supplier Reg Admin'. A red box labeled '6' highlights the 'Edit Approvers' link. The 'Comments' section shows a text area for adding comments, with a red box labeled '7' highlighting the 'Add' button. The 'Add' button is also circled in red. The 'Maximum 2048 characters' limit is noted at the bottom of the comments section. At the bottom right, 'Withdraw' and 'Exit' buttons are visible.

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 member in P2P) and click "Add."

Managing Submitted Request Forms – Edit request and resubmit

A form can be denied if it has insufficient information or if a supplier cannot be registered with Boston University.

Requisitioners will receive an email notification when a form is rejected and can view comments, edit the request, and resubmit if applicable.

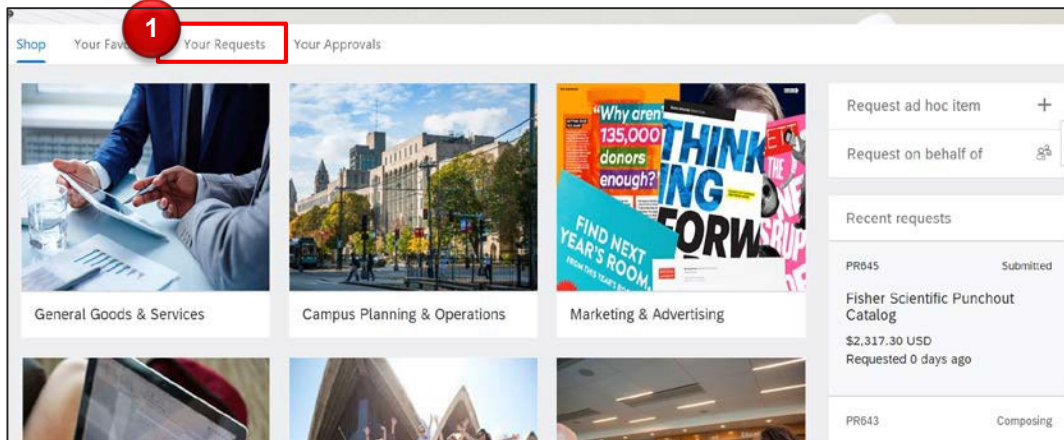
1 Click the **Your Requests** tab on the **Guided BUYing** homepage to view submitted forms.

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 – Edit request and resubmit

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

SUP19 - Supplier Request Form ❗ Denied

Edit Exit Print

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)

▼ 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

Add Maximum 2048 characters

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

Delete Exit Save 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 you can make changes. Once complete, click "Submit" to resubmit the form for approval.