

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.

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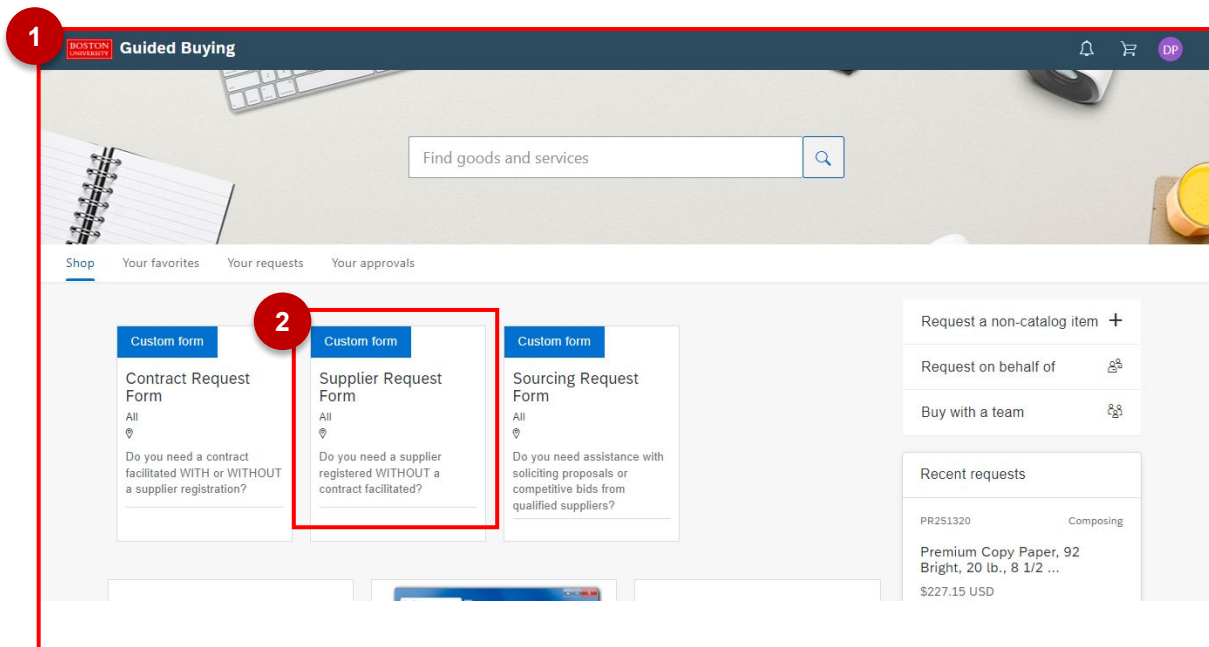
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Supplier Request Form

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 Navigate to the **Guided BUying** homepage.
- 2 Select the **Supplier Request Form**

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.

Supplier Request Form New Cancel 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 Company

Supplier Name *

Lonardo Consulting Company

Commodity Code *

Choose one

consulting

(None)

SERVICES-CONSULTING

Supplier Website *

<https://www.bu.edu/sourcing/>

Supplier Address *

975 Commonwealth Avenue
Boston, MA 02215

Supplier Contact Name *

Erika Lonardo

Supplier Contact Email *

elonardo@bu.edu

Supplier Contact Phone Number *

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.

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.

The screenshot shows a web form for requesting a new supplier. A red box highlights the 'Describe your need for a new supplier' section, which contains a text area with the text 'We would like to engage this supplier to help us edit documents.' A red circle with the number 6 is placed at the top right of this section. Below this, another red box highlights the 'Attachments' section, which includes an 'Upload file' button and a file named 'Lonardo Consulting.pdf' with a close icon. A red circle with the number 7 is placed at the top right of this section.


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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 

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



Cancel Save **Submit**

9



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.