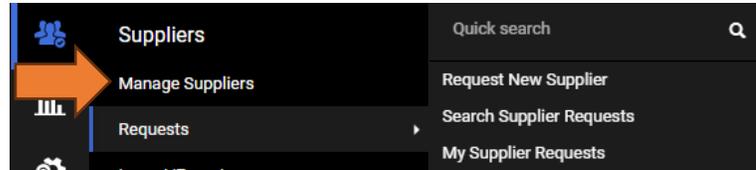


Request New Supplier

Before submitting a request, you will first need to verify whether the supplier is already in our system or not.

1. In Falcon's Purch navigate to **Manage Suppliers**→**Search for a Supplier**

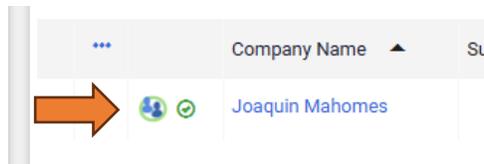


2. At the top of the screen under **Relationship** and **Status** select the **“All”** radio button for each filter and click **Apply**.



3. In the search tool bar, type in the supplier's name.

- If your supplier does not come up at all, this means that you are good to continue with sending a request. **Proceed to # 4 of the instructions.**
- If your supplier comes up in the search you will see certain symbols next to their name.



 **(In-Network)** supplier is in the Falcon's Purch system

 Active in the system

- If your supplier is In-Network AND active in the system, please continue with your requisition.

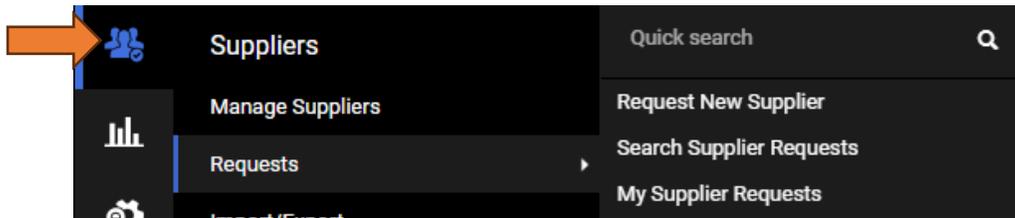
...	Company Name ▲	Supplier Classes
  	Christian Ronaldo (Chris Ron)	

-  • Inactive in the system (**Contact Renae in Purchasing rmjacks@bgsu.edu**)

...	Company Name ▲
 	Summus Henry Schein

-  ▪ If this is the only symbol showing, then you need to send a request to the supplier. **Proceed to #4 of the instructions.**

4. In Falcon's Purch navigate to **Suppliers**→**Requests**→**Request New Supplier**



5. Enter the Supplier Name (**Enter as Last Name, First Name or Company Name**)

6. Click **Submit**

Company Name

Request New Supplier

Supplier request form General Supplier Request

Supplier name * Zoot and Toot

Submit



Individual Name

Supplier request form General Supplier Request

Supplier name * Zoot, Chloe

Submit



7. Read instructions given then **Click Next**

my supplier request

Zoot and Toot

Template General Supplier Request

Request Status Incomplete

Instructions

Questions ✓

Requester Contact Inform...

Review and Complete

Supplier Request Workflow

Instructions [Print Request](#) | [History](#) | ?

Please answer the questions to the best of your ability.

Please enter individual's full name by last name, first name (i.e. Falcon, Freddie) or Company Name (Freddie's Fencing).

If the individual or company has a DBA, please enter in the DBA field, if not, leave blank.

Next >



Questions - Company Overview

▼ On This Page

[External Contact Information \(8\)](#)
[Reason for Inviting the Supplier \(1\)](#)

▼ External Contact Information

Supplier Name * ⓘ

Doing Business As (DBA) ⓘ

First Name * ⓘ

Last Name * ⓘ

Email Address * ⓘ

Phone * ⓘ

8. Enter the supplier information (**required information is marked with a star**):

- DBA if applicable
- First Name of the supplier contact person
- Last Name of the supplier contact person
- E-mail address
- Phone number

9. You will need to answer if the supplier is a current BGSU employee and if they have been a BGSU employee in the last 12 months.

***(Note: Based on the answers to this question, the system may prompt you to call the Purchasing Department.)**

Is the supplier a current BGSU employee? *

Yes No

➔ Please STOP and call BGSU Purchasing at 419-372-8411 or email at purchasing@bgsu.edu for further instructions.

10. Select a reason for inviting the supplier to be onboarded.

▼ Reason for Inviting the Supplier

Reason for inviting the supplier? *

▼ Product Only
 Service Only
 Product and Service
 Award
 Emergency Fund
 Other: Memberships, Sponsorships, Dues, Events, etc.

11. Answer if the supplier is an Independent Contractor or not.

Product and Service

Is the supplier an independent contractor? *

Yes No

If “yes” is selected, please refer to the provided link to the ICA instructions and template.

<https://www.bgsu.edu/purchasing/vendor-data-forms.html>

12. Add a description of what product and/or service the supplier will be providing.

Description of product and service *

Cleaning

1992 characters remaining

Based on your answers above, required documentation will be necessary. To upload the appropriate document follow the basic instructions and screenshots below. ***(Independent Contractor Agreements must be completed and signed by ALL parties before uploading)**

Please attach an Independent Contractor Agreement or product quote. *

No File Attached

13. Enter the name of the ICA document and upload the document by selecting **Choose File**.

14. Click **Save Changes** when done.

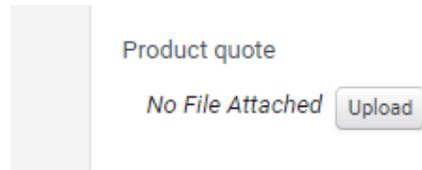
Upload

Title * ICA

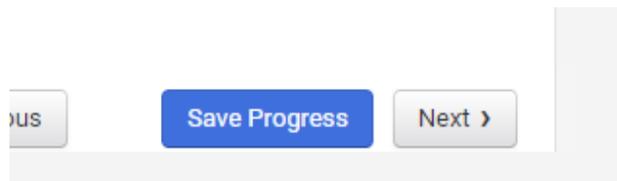
File * Choose File ICA_Traffic...signed (7).pdf
Maximum upload file size: 25.0 MB

* Required

If the supplier is **NOT** an Independent Contractor and is providing a product or product/service, then a quote will need to be uploaded. **(follow same steps as uploading an ICA)**

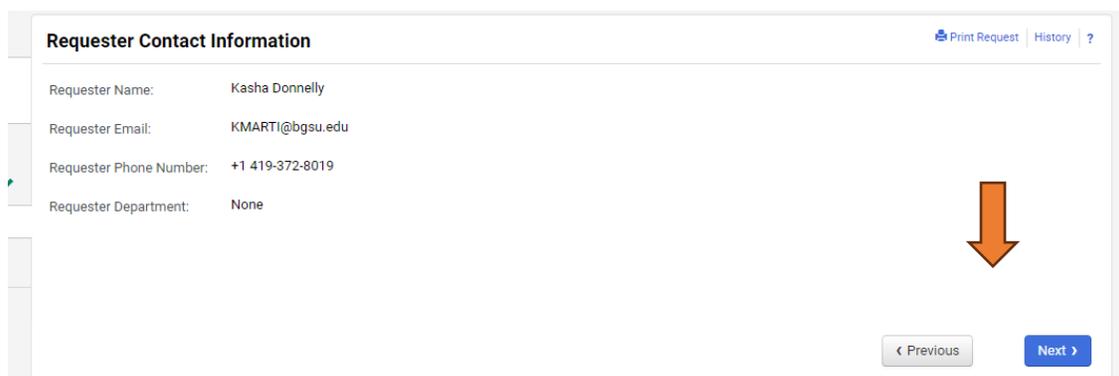


15. Once all the information has been entered, click **Save Progress** and click **Next**.



The following page is the requestor contact information which is automatically completed.

16. Click **Next**.

A screenshot of a web form titled "Requester Contact Information". The form contains the following fields:

Requester Name:	Kasha Donnelly
Requester Email:	KMARTI@ibgsu.edu
Requester Phone Number:	+1 419-372-8019
Requester Department:	None

At the top right of the form, there are links for "Print Request", "History", and a question mark. At the bottom right, there are two buttons: a grey "Previous" button and a blue "Next" button. A large orange arrow points downwards from the right side of the form towards the "Next" button.

The **Review and Complete** page should show that all fields have been completed.

17. Click the certification box to verify that all information entered is correct to the best of your knowledge. Click **Complete Request**.

Review and Complete Print Request | History | ?

✓ Required fields complete

Section	Progress
Instructions	✓ No Required fields
Questions	✓ Required fields complete
Requester Contact Information	✓ No Required fields

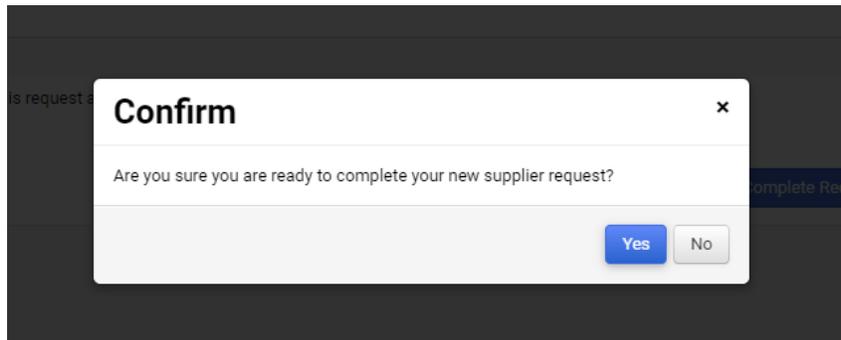
Certification

I certify that the statements and information in this request are true and correct to the best of my knowledge and belief.

★ Required

[← Previous](#) [Complete Request](#)

18. Click **Yes** on the next pop-up box.



You will be taken back to your **My Supplier Requests** page, where you will see that the invitation that you had just sent is currently **Under Review** where it is waiting for approval from Purchasing.

Requested Supplier [△]	Template [△]	Request Status [△]	Workflow Step [△]	Workflow Assignee	Status Last Updated [▽]	Created [△]	Supplier Profile	Registration Status	Actions [▽]
Zoot and Toot	General Supplier Request	Under Review	Supplier Request Approval	-	9/16/2024 1:41 PM	9/16/2024 12:40 PM		-	

An orange arrow points up to the 'Under Review' status in the table.

Please refer to the **“Status of Supplier Requests”** instructions to check on the status of your supplier requests.