

SUPPLIER REQUESTS/UPDATES

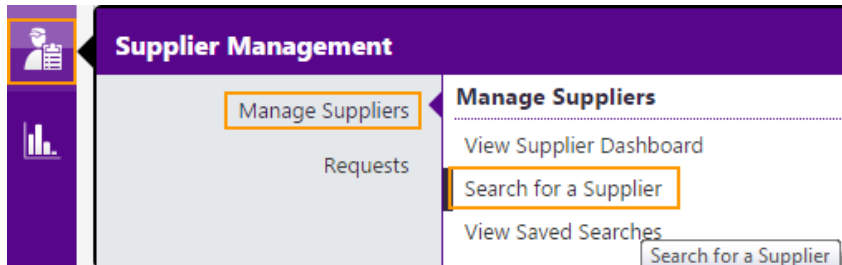
- ▶ **Suppliers must be setup prior to submitting a cart/requisition.** Please ensure you allow sufficient time for supplier onboarding to occur. This applies to all order types, including Forms.
- ▶ Maintenance requests including address updates, contact information changes, and name changes are subject to review by the Supplier Onboarding Team in Procurement prior to being activated in i-Buy NYU.

LET'S GET STARTED

1. Login to **NYU Home** with your NYU Net ID and password > Click on **Work** Tab > Scroll down and click on **i-Buy NYU**

SEARCHING FOR A SUPPLIER

1. Begin by searching to see if your Supplier exists. Click on the Supplier Management Icon, hover over **Manage Supplier** and click on **Search for a Supplier**

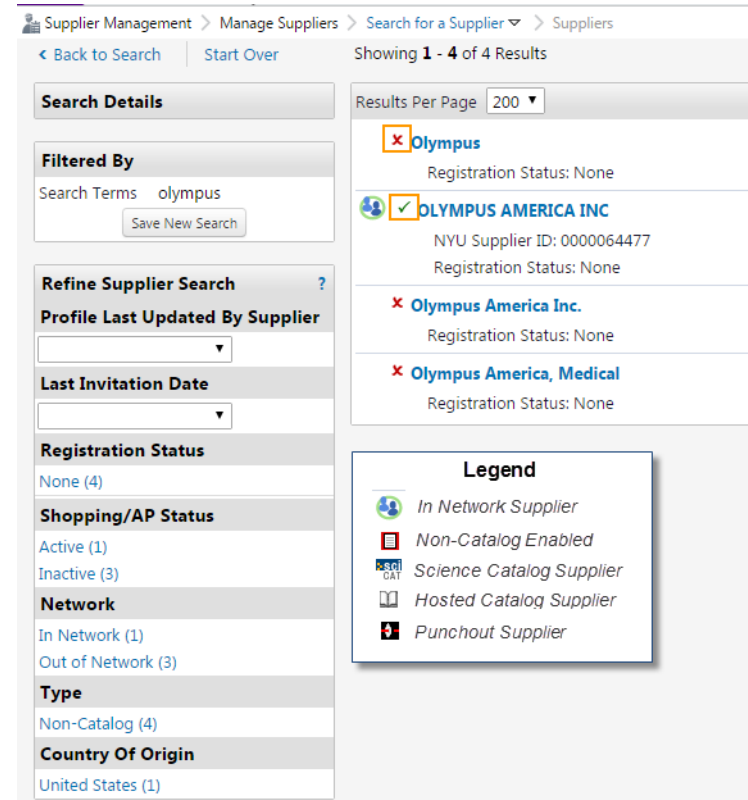


2. You will be directed to a Simple Search screen. Search by the supplier's name and click **Go**. You can also click on the **Advanced Search** button to filter results by several criteria, including, but not limited to: Supplier Type, Shopping/AP Status, Commodity Code, Registration Date, and Country of Origin.

Search

Enter search terms such as Supplier Name, NYU Supplier ID or SciQuest Supplier ID.

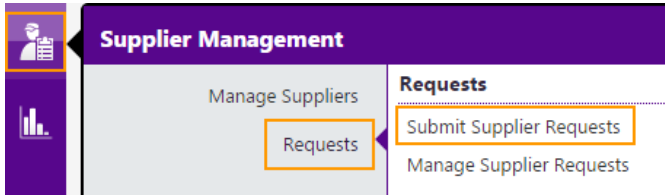
3. Suppliers matching your search criteria will appear. Active NYU Suppliers are indicated by a green "checkmark" ✓ and inactive suppliers are indicated by a red "x-mark" ✗. You have the option to further refine your results using the left-hand criteria.



4. If your supplier does not appear within the search results, you need to follow the forthcoming steps to submit a new supplier request.

REQUESTING A NEW SUPPLIER

1. Click on the **Supplier Management** Icon, hover over **Requests** and click on **Submit Supplier Requests**



2. A Submit Supplier Request dialog box will appear. Within the drop-down menu, select **New Supplier Request**. In the Supplier Name field, type the full name of the Supplier. Ensure all required fields are populated and click **Submit**.

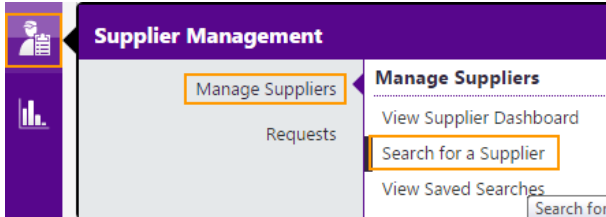
3. You will be directed to a brief supplier questionnaire. Carefully read the instructions and click **Next**.

4. Answer all required questions within the questionnaire. Note: W-9, W-8 and/or other IRS forms are not required to submit a new supplier request. Once all required fields are populated, click on **Next**. If you would like to save the questionnaire and return to it later, click **Save Progress**.

5. You will be asked to certify the information provided. Click on the checkbox to certify your submission and click **Complete Request**.
6. Finally, click **Yes** to complete the supplier request. You will be redirected to the Confirmation screen.
7. Click on the **Supplier Request Workflow** at any time to view the status of your supplier request.
8. Your request will be routed to the Supplier Onboarding Team in Procurement for their review. If they approve the request, you will receive an email notification. The Supplier Onboarding Team will then send an email to the new supplier inviting them to register as an NYU supplier in i-Buy NYU. See the Tip Sheet on Total Supplier Management to learn more about the supplier invitation process.
9. Once the supplier completes their registration in i-Buy NYU, you will receive an email notification.

REQUESTING A SUPPLIER UPDATE

1. Begin by retrieving the Supplier ID (you will need this ID to submit an update request) by searching for the supplier's profile. Click on the Supplier Management Icon, hover over **Manage Supplier** and click on **Search for a Supplier**.

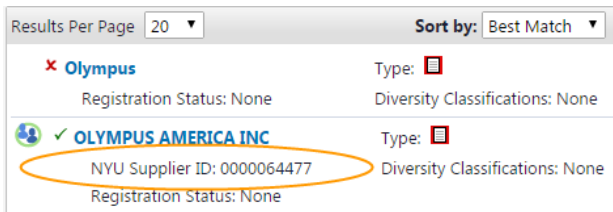


2. You will be directed to a Simple Search screen. Search by the supplier's name and click **Go**. You can also click on the Advanced Search button to filter results by several criteria, including, but not limited to: Supplier Type, Shopping/AP Status, Commodity Code, Registration Date, and Country of Origin.

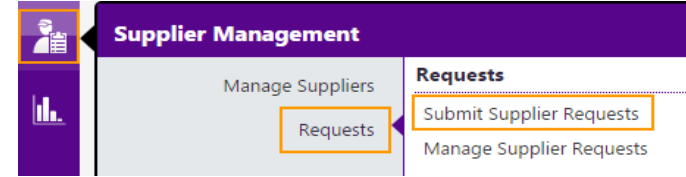
Search

Enter search terms such as Supplier Name, NYU Supplier ID or SciQuest Supplier ID.

3. Within the search results, locate the appropriate supplier and copy or write down the **NYU Supplier ID**.



4. A Submit Supplier Request dialog box will appear. Within the drop-down menu, select **Supplier Update Request**. In the Supplier Name field, type the full name of the Supplier. Ensure all required fields are populated and click **Submit**.
5. Next, click on the **Supplier Management** Icon, hover over **Requests** and click on **Submit Supplier Requests**



6. A Submit Supplier Request dialog box will appear. Within the drop-down menu, select **New Supplier Request**. In the Supplier Name field, type the full name of the Supplier. Ensure all required fields are populated and click **Submit**.

Submit Supplier Requests

Select a New Supplier Request or Supplier Update Request *

Supplier Name (For Individuals put "Last Name, First Name") *

* Required

7. You will be redirected to a brief questionnaire. Click **Next**.

← Back to Manage Supplier Requests

Reema Shah Consultants, LLC Print Request History ?

Template **Supplier Update Request**

Request Status **Incomplete**

Instructions

Please submit a request for supplier update if you have knowledge of supplier name, address, or contact information changes. If you have questions about our vetting process or any follow up questions, please contact AskFinanceLink@nyu.edu.

Thank you!

Questions

8. Answer all required fields in the form: Supplier Name, NYU Supplier ID, Description of Request and Email Address and click **Next**.
9. Check the box to certify the statements and information in the request are accurate and click **Complete Request**.
10. The request will be reviewed by the Supplier Onboarding Team. If valid, an email will be sent to the supplier to finalize the request.
11. Click on the **Supplier Request Workflow** at any time to view the status of your supplier request.