



UNIVERSITY OF DELAWARE **EXCHANGE**

Completing the Consultant Form

Updated 5/30/25

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Definitions

- Consultant – any non-University personnel who is engaged by the University for expertise required to fulfill University commitments and objectives for Research, Public Service or Instructional Activities.
- Questionnaire – throughout this document and the Consultant Form you will see a questionnaire referenced. This is the Independent Contractor vs Employee Disclosure (ICED) questionnaire which is an HR document used to determine if a consultant should be onboarded as a supplier or employee.



Overview

- Previously, two processes were required: first the Consultant Disclosure webform for authorize the engagement, then a requisition workflow to engage and pay the consultant.
- With the new Consultant Form, the entire process has been combined into one approval workflow in UDX.
- Departmental approvals will be required based on responses in the form
- Note: Supplier must be active and fully approved in UD Exchange before the form can be completed.



New Consultant Form



Organization Message

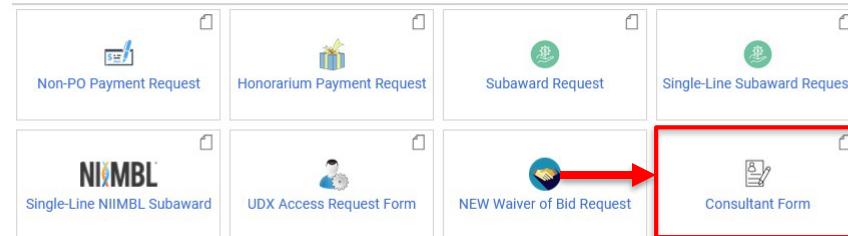
Welcome to the University of Delaware Exchange Test Site!

The test site does not create live purchase orders or payments sent to suppliers. The integrations are set up to use the FITST

The Consultant Form can be found under the Procurement Forms section of the Catalog & Forms Showcase on the Shopping Home Page. Click on the form to open.

Catalog & Forms Showcase (Under Development)

Procurement Forms



Action Items

MY ASSIGNED APPROVALS

Vouchers

3

UNASSIGNED APPROVALS

Requisitions

17

ORDERS

My Returned Requisitions

1

My Resources

My Resources ★

Product Release Library | procurement@udel.edu

Site Map

Quick Links

UD Exchange How To Guides

How Do I Buy _____ ???

Commodity Code-Account Crosswalk

Non-PO Payment Matrix

Non-Catalog Item

NEW Waiver of Bid Form

Request Contract

My Draft Carts

Showing Results 1 - 3 of 3

NUMBER CART CART TYPE DATE TOTAL

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Shop ▶ Shopping ▶ View Forms

◀ Back to Shopping Home

Consultant Form

Instructions

?

Form Number 1135007
Purpose Procurement Request
Status Incomplete

Complete this form if you need to issue a purchase order to a consultant. This form provides criteria for engaging and paying consultants including independent contractors who provide professional services to the University in a manner that complies with federal and University regulations.

Click [here](#) for UD's current policy and [here](#) for the Research Office communication.

Instructions

Required attachments to this form should include, but are not limited to, the following documents:

Suppliers 
Attachments 
Form Fields 
Review and Submit

- Consultant Curriculum Vitae (CV)/Resume
- Statement of Work (SOW) – this should be in draft form and Procurement will help facilitate signature
- If applicable, the [Waiver of Bid](#) form is required for all transactions greater than \$10,000 per Uniform Guidance
- If applicable, [Independent Contractor vs Employee Disclosure \("ICED"\) Questionnaire](#). HR requires this form if the proposed consultant needs further review to be determined an independent contractor. The form will tell you if the questionnaire is needed.

For additional support in completing this form, please refer to the [Completing the Consulting Form](#) guide.

 **Next >**

The first page is the Instructions page. Please read and click **Next** when ready to move forward.

Shop ▶ Shopping ▶ View Forms

◀ Back to Shopping Home

Consultant Form

Form Number 1135007
Purpose Procurement Request
Status Incomplete

Instructions

Suppliers Attachments Form Fields 

Review and Submit

Suppliers

Request Actions ▾ | History | ?

Supplier Please select a fulfillment center below.

Search Registered Suppliers

Supplier

DCI

Zip Code

Within 5 Miles

Clear

Search

Enter Supplier information.
Click Search.

◀ Previous

Next ▶

Shop ▶ Shopping ▶ View Forms

◀ Back to Shopping Home

Consultant Form

Form Number 1135007
Purpose Procurement Request
Status Incomplete

Instructions

Suppliers ✓

Attachments ✓

Form Fields ✓

Review and Submit

Suppliers

Request Actions ▾ | History | ?

Supplier DCI CONSULTING GROUP INC
MAIN: 1920 I STREET NW, WASHINGTON, District of Columbia
20006-2114 United States

Search Registered Suppliers

Supplier DCI
Zip Code Within 5 Miles

Clear Search

Supplier Name	Doing Business As	Fulfilment Centers	Action
DCI CONSULTING GROUP INC		MAIN: (primary) 1920 I STREET NW, WASHINGTON, District of Columbia 20006-2114 United States	Selected

Select the correct fulfillment center for the supplier.
Click **Next**.

◀ Prev

Next ▶

Shop ▶ Shopping ▶ View Forms

◀ Back to Shopping Home

Consultant Form

Form Number 1135007
Purpose Procurement Request
Status Incomplete

Instructions

Suppliers ✓

Attachments ✓

Form Fields ⚠

Review and Submit

Attachments

Request Actions ▾ | History | ?

Please add your attachments below.

Add Attachment

**Click Add Attachment to attach pertinent documents.**

◀ Previous

Save Progress

Next ▶

Consultant Form

Form Number 1135007
Purpose Procurement Request
Status Incomplete

Instructions

Suppliers ✓

Attachments ✓

Form Fields ✓

Review and Submit

Attachments

Please add your attachments below.

[Add Attachment](#)[Request Actions](#) ▾ | [History](#) | [?](#)**Add Attachment**

Attachment *

No File Attached

[Upload](#)[Save Progress](#)[Next ▾](#)

* Required

[Save Changes](#)[Close](#)

Click **Upload** to attach each item.

Consultant Form

Form Number 1135007
Purpose Procurement Request
Status Incomplete

Instructions

Suppliers ✓

Attachments ✓

Form Fields ✓

Review and Submit

Attachments

Request Actions ▾ | History | ?

Please add your attachments below.

Add Attachment

Upload

Title ***** CV

File ***** PJ_CV.docx
Maximum upload file size: 25.0 MB

* Required Save Changes Close

Attach the file and provide a Title.
Click **Save Changes**.

Shop ▶ Shopping ▶ View Forms

[Back to Shopping Home](#)**Consultant Form**

Form Number 1135007
Purpose Procurement Request
Status Incomplete

Instructions

Suppliers ✓

Attachments ✓

Form Fields ✓

Review and Submit

Attachments

Please add your attachments below.

Request Actions ▾ | History | ?

[Add Attachment](#)**Add Attachment**

Attachment *

[Download CV](#) [Upload](#)[Save Progress](#)[Next >](#)

* Required

[Save Changes](#)[Close](#)**Click Save Changes again.**

Consultant Form

Form Number 1135007
Purpose Procurement Request
Status Incomplete

Instructions

Suppliers

Attachments

Form Fields

Review and Submit

Attachments

Request Actions ▾ | History | ?

Attachment

1 CV

Edit ▾

Add Attachment

Repeat as needed for all documents.
Click **Next** when finished.

[◀ Previous](#)**Save Progress**[Next ▶](#)

Shop ▶ Shopping ▶ View Forms

◀ Back to Shopping Home

Consultant Form

Form Number 1135007
Purpose Procurement Request
Status Incomplete

Instructions

Suppliers Attachments **Form Fields** 

Review and Submit

Form Fields - Consultant Disclosure Questionnaire

▼ On This Page

CONSULTANT QUALIFICATIONS (5)
EMPLOYMENT RELATIONSHIP (18)
SCOPE AND FUNDING QUESTIONS (2)

▼ CONSULTANT QUALIFICATIONS

Why is the expertise of the consultant needed and cannot be met by the utilization of a regular University employee within the context of his or her employment agreement with the University?  

2000 characters remaining

Have you attached a current CV?  

Yes No

What selection process has been used to secure the most qualified personnel available, considering the nature and extent of expertise required?  

2000 characters remaining

◀ Previous

Save Progress

Next ▶

▼ EMPLOYMENT RELATIONSHIP

RELATIONSHIP WITH THE UNIVERSITY

Was the individual a UD employee this calendar year?*  Yes NoAre other Employees at UD performing the same or similar services, or has this individual perform similar service as a UD employee?*  Yes NoDoes the worker perform these services for other employers as an independent contractor?*  Yes NoIs this a recurring engagement?*  Yes No

OPPORTUNITY FOR PROFIT OR LOSS

[◀ Previous](#)[Save Progress](#)[Next ▶](#)

Responses to questions in the **Employment Relationship** section may trigger Human Resources (HR) review.

RELATIONSHIP WITH THE UNIVERSITY

Was the individual a UD employee this calendar year? * Q

Yes No

If yes, explain any unusual circumstances why this person should be hired as a consultant. * Q

2000 characters remaining

Are other Employees at UD performing the same or similar services, or has this individual perform similar services?

Yes No

If yes, explain any unusual circumstances why this person should be hired as a consultant. * Q

2000 characters remaining

Because you answered "yes", the Questionnaire is required to be filled out and attached.

Because you answered "yes", the Questionnaire is required to be filled out and attached.

If the "Questionnaire is required" is showing, please fill out and attach the ICED Questionnaire here. Q

[Download ICED Questionnaire](#)

No File Attached [Upload](#)

The responses provided will determine whether the ICED Questionnaire must be attached. There may be more than one warning to attach the questionnaire.

[Previous](#)

[Save Progress](#)

[Next](#) ▶

OPPORTUNITY FOR PROFIT OR LOSS

Is the worker required to perform the services personally? (Answer 'No' if they are allowed to have an assistant or other employee(s) perform the services on their behalf.) *

Q

 Yes No

Does the worker have a direct interest in or share of any profit or loss of the work accomplished? *

 Yes No

Does UD provide all supplies, equipment, materials and property for the work being done? *

 Yes No

Because you answered "yes", the Questionnaire is required to be filled out and attached.

If the "Questionnaire is required" is showing, please fill out and attach the ICED Questionnaire here. Q

[ICED Questionnaire](#)
No File Attached

▼ SCOPE AND FUNDING QUESTIONS

If required, the completed questionnaire must be uploaded at the prompt shown. The form will not be able to be submitted if it is only uploaded in the Attachments tab.

Does the provider air supplied, equipment, materials and property for the work being done?

 Yes No

Because you answered "yes", the Questionnaire is required to be filled out and attached.

▼ SCOPE AND FUNDING QUESTION

[Download ICED Questionnaire](#)

No File Attached

[Upload](#)

▼ SCOPE AND FUNDING QUESTION

Have you attached a SOW outlining the scope of services & fees? ★ [Q](#) Yes No

▼ PROJECT/CONTRACT INFORMATION

Project/contract Information [?](#)

Product Description ★

1000 characters remaining

Unit Price ★

 USD

Quantity ★

Total

0.00 USD

[◀ Previous](#)[Save Progress](#)[Next ▶](#)

Once **Scope and Funding** is answered, the **Project/Contract Information** section will appear. This section is your requisition information (what will appear on the requisition, PO, and voucher).

Does UD provide air supplies, equipment, materials and property for the work being done? Yes No

Because you answered "yes", the Questionnaire is required to be filled out and attached.

If the "Questionnaire is required" is showing, please fill out and attach the ICED Questionnaire here.

[ICED Questionnaire](#)

No File Attached

▼ SCOPE AND FUNDING QUESTION

Have you attached a SOW outlining the scope of services & fees? Yes No

▼ PROJECT/CONTRACT INFORMATION

Project/contract Information 

Product Description 

paying \$100/hr x 70 hours for the assistance of transitioning from system a to system b. Once 70 hours are met each month, the price goes to \$125/hour for the remainder of the month. The estimated timeline for this is 7/1/25-6/31/26.

767 characters remaining

Unit Price 

100

USD

Quantity 

140

Total

Once completed,
click **Next**.

Consultant Form

Form Number **1135007**
Purpose **Procurement Request**
Status **Incomplete**

Instructions

Suppliers Attachments Form Fields **Review and Submit****Review and Submit**[Request Actions ▾](#) [History](#) [?](#) Required Fields Complete**Section****Progress**[Suppliers](#) Required Fields Complete[Attachments](#) Required Fields Complete[Form Fields](#) Required Fields Complete[◀ Previous](#)[Add to Favorites](#)[Add and go to Cart ▾](#)[Add and go to Cart](#)[Save to Cart and Add Another](#) [Add to Cart and Return](#)[Add to new Cart](#)[Add to Draft Cart or Pending PR/PO](#)[Add to Draft Change Request](#)[Add to PO Revision](#)

In this example, a second line is needed. To create a second line, click the **dropdown arrow** and select **Save to Cart and Add Another**.
If a second line is not needed, skip to slide [24](#).

A second line would be necessary for multiple rates, travel/per diem, etc.

Does the provider air supplied, equipment, materials and property for the work being done? Yes No

Because you answered "yes", the Questionnaire is required to be filled out and attached.

If the "Questionnaire is required" is showing, please fill out and attach the ICED Questionnaire here.

[Download ICED Questionnaire](#)

No File Attached [Upload](#)

▼ SCOPE AND FUNDING QUESTION

Have you attached a SOW outlining the scope of services & fees? Yes No

▼ PROJECT/CONTRACT INFORMATION

Project/contract Information [?](#)

Product Description ★

paying \$100/hr x 70 hours for the assistance of trans...
Once 70 hours are met each month, the price goes to...
month. The estimated timeline for this is 7/1/25-6/3...

767 characters remaining

Unit Price ★

100.00

USD

Quan...

The second form is simply a copy of the first form and will prefill that form's data. Edit the fields to make any necessary changes to the second line, and click **Next**.

[Previous](#)

[Save Progress](#)

[Next](#)

Shop ▶ Shopping ▶ View Forms

◀ Back to Shopping Home

Consultant Form

Form Number 1135007
Purpose Procurement Request
Status Incomplete

Instructions

Suppliers Attachments Form Fields 

Review and Submit

Review and Submit

Request Actions ▾ | History | ?

 Required Fields Complete

Section	Progress
Suppliers	 Required Fields Complete
Attachments	 Required Fields Complete
Form Fields	 Required Fields Complete

◀ Previous

Add  Add and go to Cart ▾

Once completed, click **Add and go to Cart**.

Cart & Checkout



Shopping Cart • Shopping Cart



Assign Cart

Proceed To Checkout

Go to: Non-Catalog Item|Service Item|Favorites|Forms|Shop|Trade-In|Quick Order|Browse:Suppliers|Categories|Contracts

In cart, click Proceed To Checkout.

Simple Advanced

Search for products, suppliers, forms, part number, etc.



Cart Name 2025-05-19 702745236 02

Description

Multi-Invoice/Payment

After-The-Fact Purchase Waiver of Bid

180 Items

DCI CONSULTING GROUP INC • 180 Items • 19,000.00 USD



SUPPLIER DETAILS

Contract no value

PO Number

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Details

For

Caitlin Taype Nunura

Total (19,000.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal ★ 19,000.00

Total ★ 19,000.00

Requisition • 4289660



Assign Cart

Place Order

Summary

PO Preview

Comments

Attachments 2

History

General

Shipping

Billing

Cart Name 2025-05-19 702745236 02

Description no value

Priority Normal

Prepared by Caitlin Taype Nunura

Prepared for Caitlin Taype Nunura

Department PROCUREMENT SERVICES (04750)

Ad-Hoc Approver [Add](#)Multi-
Invoice/Payment Purchasing
Business Unit 00001
UNIVERSITY OF DELAWAREPayment Term
Override

Tax Flag

Internal Fields

UD Internal Fields

eBuilder Process Instance no value

After-The-Fact Purchase

Technology Request # no value

Warnings, errors, and omissions will appear in the **Summary section** at checkout. Ensure that all required and suggested fields are completed including funding source, commodity, account codes, and business justification.

Summary

Draft

Correct these issues.

You are unable to proceed until addressed.

Required: Commodity Code (Line 1)

Required: Account Code (Line 1)

Required: Commodity Code (Line 2)

Required: Account Code (Line 2)

Your responses on the form require the completed ICED Questionnaire to be uploaded in the Employment Relationship area of the form. Please do so to clear this error and submit the requisition.

Be aware of these issues.

You may review and proceed.

The selected Ship to Address is a non-UD address. To ship to a non-UD address, please make sure the Internal Notes/Business Justification includes the reason or need (who, what, where, when, why) for the items to be sent to an non-UD address. Please identify if the items will be returned to campus as the property of UD. This is necessary for audit purposes and, if shipped outside of Delaware, tax purposes.

Total (19,000.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

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General		Shipping	Billing
Cart Name	2025-05-19 702745236 02	Ship To	Bill To
Description	no value	Shipping address *1-TIME code	Accounts Payable accountspayable@udel.edu 222 South Chapel Street Newark, DE 19716 United States
Priority	Normal	UNIVERSITY OF DELAWARE Attn: Sam Shopper	
Prepared by	Caitlin Taype Nunura		
Prepared for	Caitlin Taype Nunura		
Department	PROCUREMENT SERVICES (04750)		
Ad-Hoc Approver	Add		
Multi-Invoice/Payment	<input checked="" type="checkbox"/>		

If the consultant will receive multiple payments per line, check the Multi-Invoice/Payment box so that the PO is set up as an amount based (blanket). To do so, click the Pencil for the General section.

Summary Draft

✖ **Correct these issues.**
You are unable to proceed until addressed.

Your responses on the form require the completed ICED Questionnaire to be uploaded in the Employment Relationship area of the form. Please do so to clear this error and submit the requisition.

⚠ **Be aware of these issues.**
You may review and proceed.

The selected Ship to Address is a non-UD address. To ship to a non-UD address, please make sure the Internal Notes/Business Justification includes the reason or need (who, what, where, when, why) for the items to be sent to an non-UD address. Please identify if the items will be returned to campus as the property of UD. This is necessary for audit purposes and, if shipped outside of Delaware, tax purposes.

Internal Fields

UD Internal Fields

eBuilder Process Instance	no value
After-The-Fact Purchase	✖
Technology Request #	no value

Total (19,000.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	19,000.00
	19,000.00

[Summary](#) [PO Preview](#) [Comments](#) [Attachments 2](#) [History](#)**General**

Cart Name 2025-05-19 702745236 02

Description no value

Priority Normal

Prepared by Caitlin Taype Nunura

Prepared for Caitlin Taype Nunura

Department PROCUREMENT SERVICES (04750)

Ad-Hoc Approver Add

Multi-Invoice/Payment

Shipping

Ship To

Shipping address code STC1

UNIVERSITY OF DELAWARE
Attn: Caitlin Taype Nunura
Room: 123
100 Discovery Blvd
STAR TOWER
Newark, DE 19713
United States**General**

Cart Name ★ 2025-05-19 Consultant Form

Description DCI System Transition Consultant Form

Priority Normal

Prepared by Caitlin Taype Nunura

Prepared for DPS, Dottie

Department PLANT & SOIL SCIENCE (02170)

Multi-Invoice/Payment

★ Required fields

Save

Close

Internal Fields**UD Internal Fields**

eBuilder Process Instance no value

After-The-Fact Purchase

Technology Request # no value

Waiver of Bid

Click the **Multi-Invoice/Payment** box.
Click **Save**.

Summary**Draft**

Correct these issues.

You are unable to proceed until addressed.

Your responses on the form require the completed ICED Questionnaire to be uploaded in the Employment Relationship area of the form. Please do so to clear this error and submit the requisition.

Total (19,000.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 19,000.00
19,000.00**What's next for my order?**

Next Step COA Approver

Approvers Drag, Amy
Procurement Help**Workflow**

Show skipped steps

Draft
Active
Caitlin Taype Nunura**PR Validation**

Requisition • 4289660

[Summary](#) [PO Preview](#) [Comments](#) [Attachments 2](#) [History](#)**General**Cart Name **2025-05-19 Consultant Form**Description **DCI System Transition Consultant Form**Priority **Normal**Prepared by **Caitlin Taype Nunura**Prepared for **Dottie DPS**Department **PLANT & SOIL SCIENCE (02170)**Ad-Hoc Approver [Add](#)**Multi-Invoice/Payment** **Shipping****Ship To**Shipping address **STC10**
codeUNIVERSITY OF DELAWARE
Attn: Caitlin Taype Nunura
Room: 123
100 Discovery Blvd
STAR TOWER
Newark, DE 19713
United States**Billing****Bill To**Accounts Payable
accountspayable@udel.edu
222 South Chapel Street
Newark, DE 19716
United States**Billing Options**Purchasing Business **UOD01**
Unit **UNIVERSITY OF DELAWARE**Payment Term
Override

Tax Flag

Internal Fields

A checkmark should now be visible next to **Multi-Invoice/Payment**.

Technology Request # **no value**

Waiver of Bid

Summary**Draft** **Correct these issues.**

You are unable to proceed until addressed.

Your responses on the form require the completed ICED Questionnaire to be uploaded in the Employment Relationship area of the form. Please do so to clear this error and submit the requisition.

Total (19,000.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal **19,000.00** **19,000.00****What's next for my order?**Next Step **COA Approver**Approvers **Drag, Amy**
Procurement Help**Workflow** **Show skipped steps** **Draft**
Active
Caitlin Taype Nunura
On behalf of: Dottie DPS

Requisition • 4248862

[Summary](#)[PO Preview](#)[Comments](#)[Attachments](#)[History](#)**General**

Cart Name

Because you answered "yes", the Questionnaire is required to be filled out and attached.

Description

Priority

Prepared by

Prepared for

Department

Ad-Hoc Approver [Add](#)Multi-Invoice/
Payment **Internal Fields**

If you have multiple lines, then you will need to add the questionnaire to all lines that trigger the requirement.

Waiver of Bid

Shipping**Billing**

If the "Questionnaire is required" is showing, please fill out and attach the ICED Questionnaire here.

[ICED Questionnaire](#) **Summary****Draft** **Correct these issues.**

You are unable to proceed until addressed.

Due to answering "yes" on some of the questions, the Questionnaire is required to be filled out and attached. Please go back and attach it to "if the "Questionnaire is required" is showing, please fill out and attach the ICED Questionnaire here."

Total (90,250.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

1 UNIVERSITY OF DELAWARE

As indicated in slide 18, you will be unable to submit the requisition until the ICED form is uploaded to the required section. If you see this error, please return to the form(s) to do so.

Workflow

Draft
Active
Dottie DPSPowered by JAGGAER | [Privacy Policy](#)

UNIVERSITY EXCHANGE TEST SITE All Search (Alt+Q) 19,000.00 USD   

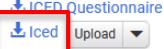
Requisition • 4289660

Summary PO Preview Comments Attachments 2 History

General Shipping Billing

Because you answered "yes", the Questionnaire is required to be filled out and attached.

If the "Questionnaire is required" is showing, please fill out and attach the ICED Questionnaire here. 

Save Progress  

Override

Multi-
Invoice/Payment 

Internal Fields

UD Internal Fields

eBuilder Process Instance no value

After-The-Fact Purchase 

Technology Request # no value

Waiver of Bid 

Summary Draft

Total (19,000.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 19,000.00 

What's next for my order?

Next Step COA Approver

Approvers Drag, Amy Procurement Help

Workflow

Show skipped steps 

 Draft Active Caitlin Taype Nunura On behalf of: Dottie DPS

 PR Validation Future

 COA Approver Future

Once the completed questionnaire has been uploaded where required the checkout validation error will automatically clear. Click Place Order.

Assign Cart  Place Order 



Go to: Non-Catalog Item | Service Item | Favorites | Forms | Shop | Trade-In | Quick Order Browse: Suppliers | Categories | Contracts

Simple Advanced

Search for products, suppliers, forms, part number, etc.



✓ Requisition 4289660 Submitted

Summary

Requisition number	4289660
Requisition status	Pending
Cart name	2025-05-19 Consultant Form
Requisition date	6/17/2025
Requisition total	19,000.00 USD
Number of line items	2

Options

Print

Recent orders

[Return to your home page](#)

The requisition summary screen confirms that the requisition has been submitted.

Workflow

- If grant-funded, the workflow will include review by the Research Office at the Grant Approval workflow step.
- If the ICED Questionnaire is required, the workflow will include review by Human Resources at the Commodity Approval workflow step.
- Procurement Services reviews all consultant form requisitions.
- While ad-hoc approvers can be added to workflow by the submitter or any approver, this may delay the approval process.



Questions:

- [HR](#)
- [Research Office](#)
- procurement@udel.edu

Resources:

- [UDX Consultant Form Questions](#) (word template of UDX form questions)
- [Independent Contractor vs Employee Determination Form](#)
- [Statement of Work \(SOW\) Form](#)
- [Waiver of Bid Form](#)
- [Consultants for Research, Public Service or Instructional Activities](#)
- [Procurement Services Website](#)

