

UNIVERSITY OF DELAWARE **EXCHANGE**

Second Party Contract Supplier Request

Updated 10/14/2024

About the Second-Party Contract Supplier Request form

- Only users with the Contract Manager role have access to the Second-Party Contract Supplier Request form on the UDX home page.



Terms & Definitions

SECOND-PARTY CONTRACT SUPPLIER is the term used to indicate a supplier for Contracts+ (C+) use only and is to solely be used for contracts.

- This supplier will not be available for shopping
- If the supplier needs to be used for purchases, the supplier will need to be set up separately



Completing the Second-Party Contract Supplier Request Form



Shop • Shopping Home Page

be uploaded in standard PDF format. This allows for viewing without an external program (e.g., MS Word). The print function in both Windows and Mac OS facilitates saving a document as a PDF file.

Payment Vouchers placed on hold with a comment referencing an "ACH or Pay Cycle Exception":

All supplier banking information must be verified before a payment can be released. This fraud risk mitigation effort ensures that payments are disbursed to a valid account owned by the supplier. **No further action** is required by the departmental end user. The internal Procurement process involves **independent verification** of the information, the success of which is at our discretion. **UD departments should not reach out to their supplier contact** in an attempt to provide assistance, as it interferes with Procurement's verification process. If bank account information is unable to be successfully verified within 14 days, the payment method may be converted to a physical check to avoid further disbursement delays.

My Requisitions (last 90 days) ...

Catalog & Forms Showcase

Procurement Forms



Non-PO Payment Request



Honorarium Payment Request



Subaward Request

NIIMBL
NIIMBL Subaward Request

NSB Customer Setup



NEW Waiver of Bid Request



2nd Party Supplier Request

Office/Misc Supplies

Office Supplies

amazonbusiness

Misc. Supplies

This tile will not be visible to anyone who does not have the Contract Manager Role.

On your **Shopping Home Page**, find and select the **2nd Party Supplier Request** tile in the **Procurement Forms** section of the **Catalog & Forms Showcase**.

Second Party Contract Su...

Form Number **1013205**
Purpose **Generic Request**
Status **Incomplete**

Instructions

- Details
- Questions
- Review and Submit

Discussion
Form Approvals

Instructions

Request Actions History ?

Contract Managers may submit this form to request the creation of a **non-procurement** second-party supplier record for use in the Contracts+ module. Please complete the fields as indicated; when fully approved the supplier will be available for use in creating a contract. Please be aware that the created supplier will **not** be available for procurement transactions (*requisitions/purchase orders/vouchers*). Second-party supplier records for procurement-related contracts and transactions require creation using the standard supplier onboarding process.

For more information on how to fill out this form, see the [Second Party Contract Suppliers Form](#) guide.

The Instructions page lists the uses of this Request form, as well as provides links to any associated job aids.

Next >

Click **Next**.

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< Back to Shopping Home

Second Party Contract Su...

Form Number **1013205**
Purpose **Generic Request**
Status **Incomplete**

Instructions

Details ✓

Questions ⚠

Review and Submit

Discussion

Form Approvals

Details

Request Actions History ?

Form Name *
Purpose Generic Request
Template Title [Second Party Contract Supplier Request](#)
Form Type New Supplier Request Form

In Form Name type the Supplier's Name.

Details

Form Name *
Purpose Generic Request
Template Title [Second Party Contract Supplier Request](#)
Form Type New Supplier Request Form

< Previous

Save Progress

Next >



Click Next.



Blue Hens Contract Suppli...

Form Number 1013205
Purpose Generic Request
Status Incomplete

Instructions

Details

Questions

Review and Submit

Discussion

Form Approvals

Questions - Second Party Contract Supplier Onboarding

Supplier Information

Full legal name of second-party entity, as it will appear on the contract: *

Please provide any additional information or comments: (Please expand width of both boxes if possible)

2000 characters remaining

Previous

Save Progress

Next

In Full legal name of second-party entity, as it will appear on the contract:, put the full legal name of the second-party supplier that you need added.

In the field Please provide any additional information or comments: (Please expand width of both boxes if possible) explain why the user needs expanded access.



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Blue Hens Contract Suppli...

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Questions - Second Party Contract Supplier Onboarding

Request Actions | History | ?

- ★ Response Is Required
- Q Question Text Is Searchable

▼ Supplier Information

Full legal name of second-party entity, as it will appear on the contract: * Q

Blue Hens

Please provide any additional information or comments: (Please expand width of both boxes if possible) Q

New second-party supplier needed for Contracts+

1953 characters remaining

< Previous

Save Progress

Next >



Click Next.



Finalizing the Second-Party Contract Request Form



[Shop](#) ▸ [Shopping](#) ▸ [View Forms](#)[← Back to Shopping Home](#)

Blue Hens Contract Suppli...

Review and Submit

[Request Actions ▾](#) | [History](#) | [?](#)

Form Number **1013205**
Purpose **Generic Request**
Status **Incomplete**

Instructions

Details ✓

Questions ✓

Review and Submit

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✓ Required Fields Complete

Section

Progress

[Details](#)

✓ Required Fields Complete

[Questions](#)

✓ Required Fields Complete

In the **Review and Submit** section, click **Submit**.

[← Previous](#)[Add to Favorites](#)[Submit](#) →

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Blue Hens Contract Suppli...

Form Number 1013205
Purpose Generic Request
Status Incomplete

Instructions

Details ✓
Questions ✓

Review and Submit

Discussion
Form Approvals

Review and Submit

Request Actions | History ?

✓ Required Fields Complete

Section Progress

Details

Questions ✓ Required Fields Complete

Confirm

Are you sure you want to submit this form?

Yes No

< Previous Add to Favorites Submit

Click **Yes** to confirm that you want to submit the form.

Shop > Shopping > View Forms

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Blue Hens Contract Suppli...

Form Approvals

Request Actions History ?

Form Number **1013205**
 Purpose **Generic Request**
 Status **Under Review**

Instructions

Details

Questions

Review and Submit

Discussion

Form Approvals

Show skipped steps

Orientation Horizontal



Once the form has been marked approved, the changes will have been made.

Click on **Form Approvals** to view the approval status of the form.



UNIVERSITY OF DELAWARE EXCHANGE TEST SITE

Orders Search Procurement Requests

Search Procurement Requests

Save As Pin Filters Export All

Orders

- Search
- My Orders
- Approvals
- Procurement Requests
- Vouchers
- Receipts

Request Number	Form Purpose	Form Status	Created Date/Time	Current Workflow Step	Pending Approver	Form Type	Requestor	Submitted Date	Completed Date
1015229	Generic Request	Under Review	10/14/2024 9:44:19 AM	Supplier Request Approval		New Supplier Request Form	Caitlin Taype Nunura	10/14/2024 9:44:47 AM	
1015207	Generic Request	Under Review	10/14/2024 9:42:49 AM	Supplier Request Approval		New Supplier Request Form	Caitlin Taype Nunura	10/14/2024 9:43:14 AM	
1015226	Generic Request	Under Review	10/14/2024	Supplier Request		New Supplier Request Form	Caitlin Taype Nunura	10/14/2024 9:42:14 AM	
1015206	Generic Request					New Supplier Request Form	Caitlin Taype Nunura	10/14/2024 9:41:02 AM	
1015205	Generic Request					New Supplier Request Form	Caitlin Taype Nunura	10/14/2024 9:39:56 AM	10/14/2024 9:40:15 AM
Blue Hens Contract Supplier Request						New Supplier Request Form	Caitlin Taype Nunura	10/9/2024 1:39:45 PM	
Knights Transportation Second Party Contract Supplier Request	Generic Request					New Supplier Request Form	Caitlin Taype Nunura	10/8/2024 4:12:22 PM	
Subaward Request	Procurement	Incomplete	10/8/2024			Purchase	Caitlin Taype		

Under Review 8
Incomplete 7
Approved 1

Show More

Form Purpose

- Generic Request 11
- Procurement Request 5

Show More

Form Type

Quick search

200 Per Page

Blue Hens Contract Supplier Request

Knights Transportation Second Party Contract Supplier Request

Subaward Request

Incomplete

10/8/2024

Purchase

Caitlin Taype

If you do not update the Form Name field with your supplier's name on the Details page, you will only see "Second Party Contract Supplier Request".

To see your previous requests, including drafts, navigate to **Orders>Search>Procurement Requests** then click on the linked form name.

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Questions:

- procurement@udel.edu

Resources:

- [Procurement Services Website](#)

