About the Second-Party Contract Supplier Request form

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

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

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

Please add a Please provide any additional information or comments: (Please expand width of both boxes if possible) explaining why the user needs expanded access.
Questions - Second-Party Contract Supplier Onboarding

Supplier Information

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

Rebel Dog Coffee

Please provide any additional information or comments:

New second-party supplier needed for Contracts+.

1953 characters remaining.

Click Next.
Finalizing the Second-Party Contract Request Form
In the **Review and Submit** section, click **Submit**.
Click Yes to confirm that you want to submit the form.
Click on **Form Approvals** to view the approval status of the form.

Once the form has been marked approved, the changes will have been made.
To see your previous requests, including drafts, navigate to Orders>Search>Procurement Requests then click on the linked form name.
Questions:
• procurement@udel.edu

Resources:
• Procurement Services Website