



How to Onboard Multiple Suppliers at One Time:  
Completing the Bulk Supplier Request Form  
[intended for 10+ supplier requests]

1/1/2026



# Supplier Onboarding Changes as of January 12, 2026

## All Suppliers Must Register in the UDX Supplier Portal

- The UDX Supplier Portal delivers **streamlined onboarding** for domestic suppliers, foreign suppliers and UD affiliated students and employees.
  - Domestic suppliers **no longer** complete the online UD substitute W-9 to onboard or update their record.
  - End users **should not** submit tickets with W-8 and SDC forms for foreign suppliers.
  - End users will need to submit a **request to invite a supplier**.
  - Student transactions are **no longer** processed through webforms with exception of refunds, reimbursements & low dollar HSPs
  - End Users now have **full visibility** into where a supplier is in the registration process
- **The UDX Supplier Portal is LIVE as of January 12, 2026**
  - All **new domestic and foreign suppliers**, as well as **existing suppliers (including students)** who require **any updates** to their supplier record, must be invited to self-register through the UDX Supplier Portal.
  - Invitations will be sent from UDX by the Procurement Supplier Team. Once registered, suppliers receive **24/7 access** to their record and can update tax details, addresses, payment method, contacts, and more.  
*All changes will be reviewed and approved by the Procurement Supplier Team.*



# Overview of the Bulk Supplier Request Form

- The **Bulk Supplier Request Form** should only be used when there is a need to onboard **10 or more suppliers at once** (e.g. a large group of students receiving stipends, awards or prizes for a competition)
- **Always Search UDX first** to confirm whether the supplier is already onboarded before submitting them on the Bulk Supplier Request Form.
- The purpose of the **Bulk Supplier Request Form** is to provide a less cumbersome process to onboard multiple suppliers at once. Rather than completing 10+ Supplier Request Forms, you only need to submit one **Bulk Supplier Request Form** with your supplier/payees' contact info in the *Bulk Supplier Invite Submission Worksheet*. Procurement will use the *Worksheet* to invite each of your suppliers/payees to register.
- After the supplier/payee has been invited, the progress of each registration can be tracked.
- **\*\*IMPORTANT NOTE:** As of January 2026, all UD affiliated students are required to onboard in UDX (except for refunds & reimbursements), regardless if they previously submitted a Substitute W-9/W-8/SDC via the old process.



Home

Shop

Orders

Contracts

Accounts Payable

Suppliers

Sourcing

Reporting

Administer

Setup

Menu Search

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TEST SITE

AllSearch (Alt+Q)0.00 USD

Shop • Shopping Home Page

Catalog & Forms Showcase (Under Development)

Procurement Forms

Non-PO Payment Request

Honorarium Payment Request

UD Employee Non-PO Payment

UD Student Non-PO Payment

Single-Line Subaward Request

Single-Line NIIMBL Subaward

NSB Customer Setup

2nd Party Supplier Request

Value Contributions Form

Consultant Form

Mass Communications Request

Vehicle Sourcing Form

HCM Vendor Request

Supplier Request Form

Bulk Supplier Request Form

Suppliers with Data Requiring Review4

To access the Bulk Supplier Request Form:

- Log into UDX
- Navigate to the Catalog & Forms Showcase on the Shopping Home Page
- Click the Bulk Supplier Request tile to proceed.

My Draft Carts

Showing Results 1 - 1 of 1

NUMBER	CART	CART TYPE	DATE ↓	TOTAL
4307464	2025-06-17 702669593 01	My Drafts	6/17/2025	1.00USD

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Details

userstest.sciquest.com/apps/Router/FormWizardRequestSetup?Origin=HOME&RequestId=1210336&HideTop...

Verify it's you

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TEST SITE

All

Search (Alt+Q)

2,278.00 USD

44

138

Logout

Shop

Shopping

View Forms

Back to Shopping Home

Bulk Supplier Request Form

Form Number 1210336

Purpose Generic Request

Status Incomplete

Details

Questions

Review and Submit

Discussion

Form Approvals

Details

Request Name Request Name

Purpose Generic Request

Template Title Bulk Supplier Request Form

Form Type New Supplier Request Form

★ Required

Save Progress

Next

Request Name Field:

Enter a descriptive title to your request (i.e. Bulk Request for Summer 26 Stipends)

Then click Next

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Questions - Attachments

usertest.sciquest.com/apps/Router/FormWizardRequestQuestions?RequestId=1201493&Origin=HOME&tmtmp=1761927529101

2,278.00 USD

Verify it's you

Logout

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TEST SITE

Shop

Shopping

View Forms

Back to Shopping Home

Bulk Supplier Request Form

Form Number 1201493

Purpose Generic Request

Status Incomplete

Questions

Review and Submit

Discussion

Form Approvals

Questions - Attachments

Request Actions

History

?

Attachments

Bulk Supplier Invite Request Form

Please read the instructions below.

When to use this form: This form is used to request 10 or more suppliers/payees (including UD affiliated students) for the Fall 2026 event. Click here for Supplier Portal How to Onboard Suppliers January 2026

How to complete this use this form:  
-Download the Bulk Supplier Invite Submission Worksheet and rename it (Your name + Bulk Supplier Invite Submission Worksheet)  
-Fill out the new sheet. For each supplier/payee, include first and last name and email. For each UD affiliated student, include this where indicated on worksheet.  
-Upload the new sheet

Tracking the invitations: When utilizing this form, you will not be able to track invites in UDX through Requests/Invites. If you need a status update on a request, please contact the Supplier Portal team.

Important to know-UD affiliated students: As of January 1, 2026 all UD affiliated students and/or student employees must be completed through UDX using the new student NPOP form. Requests for these payments must be completed through UDX using the new student NPOP form. Requests for these payments must be completed through UDX using the new student NPOP form. Requests for these payments must be completed through UDX using the new student NPOP form.

NPOP Resources:  
NPOP Matrix: <https://www1.udel.edu/procurement/restricted/guides/making-payment-requests/NPOPMatrix.pdf>  
UD Student NPOP Guide:  
UD Employee NPOP Guide:

Bulk Supplier Request Form \*

Download Bulk Supplier Invite Submission Worksheet

No File Attached

Upload

Uploaded attachment will be copied to the voucher.

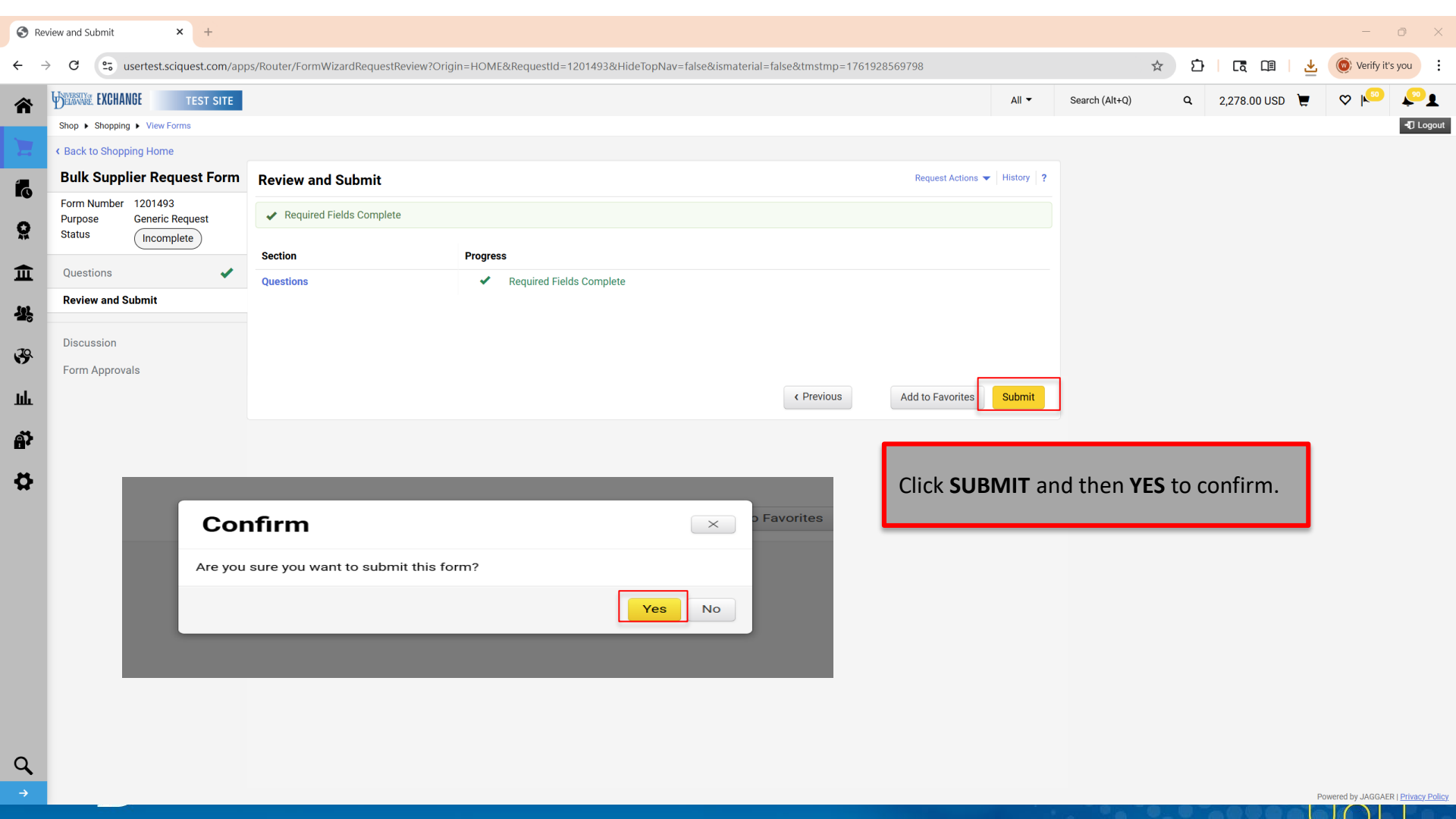
Please provide any additional comments if necessary.

Save Progress

Next

Follow the instructions on the Questions page:

1. Download the [Bulk Supplier Invite Submission Worksheet](#) and complete, rename and upload
2. Provide any additional information needed in the comments box
3. Click Next when complete



## Bulk Supplier Request Form

Form Number 1201493  
Purpose Generic Request  
Status Incomplete

Questions ✓

### Review and Submit

Discussion

Form Approvals

## Review and Submit

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

✓ Required Fields Complete

Section	Progress
<a href="#">Questions</a>	✓ Required Fields Complete

[Previous](#)

[Add to Favorites](#)

[Submit](#)

## Confirm

Are you sure you want to submit this form?

[Yes](#)

[No](#)

Click **SUBMIT** and then **YES** to confirm.

## Bulk Supplier Request Form

Form Number 1206930

Purpose Generic Request

Status

Incomplete

Questions

Review and Submit

Discussion

## Form Approvals

### Form Approvals

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

Show skipped steps☐

Orientation

Horizontal



Once you submit, you can see the current approval step and active approvers in the **Form Approvals** screen.



## Bulk Supplier Request Form

Form Number 1206930  
Purpose Generic Request  
Status Incomplete

Questions 

Review and Submit

### Discussion

Form Approval

## Discussion

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

[Start New Thread](#)

There are no messages

### Post a New Message

×

Subject \*

Question on my submitted form

Message \*

5000 characters remaining

[Add Attachments](#)

\* Required

[Post Message](#)

[Close](#)

If there is any communication required after the request is submitted, it can be done in the "Discussion" area.



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Suppliers > Manage Suppliers > Search for a Supplier

## Search Suppliers

Quick Filters My Searches

Brand No Brand 1

Relationship: In Network Status: All naan

1-1 of 1 Results

Company Name	Supplier Classes	Last Modified	Supplier Number	Registration Status	Registration Type
Naan		11/11/2025 10:47:08 AM		In Progress	Full Supplier Registration

Suppliers

- Manage Suppliers
  - Supplier Management Home
  - Search for a Supplier
  - Add Suppliers
  - Manage Supplier Groups
  - Consolidated Supplier History
- Approvals
- Compliance
- Communication
- Requests

Orders

- My Orders
- Approvals

Quick search

- My Requisitions
- My Purchase Orders
- My Vouchers
- My Receipts
- My Change Requests
- Draft Change Requests
- My Requests

### Next Steps:

1. The supplier team will review your request
2. You can track the status of the **Bulk Supplier Request Form** at Orders→My Orders→My Requests
3. The form is *Approved* when **all** the suppliers/payees on your Worksheet have been invited to onboard
4. Once the supplier/payee has been invited, you can track their Registration Status by searching for your supplier



## Questions:

- [procurement@udel.edu](mailto:procurement@udel.edu)

## Resources:

- [Procurement Services Website](#)
- [Bulk Supplier Invite Submission Worksheet](#)
- [NPOP Matrix](#)
- [Completing the Supplier Request Form](#)
- [Sample Email for Suppliers](#)

