



## 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

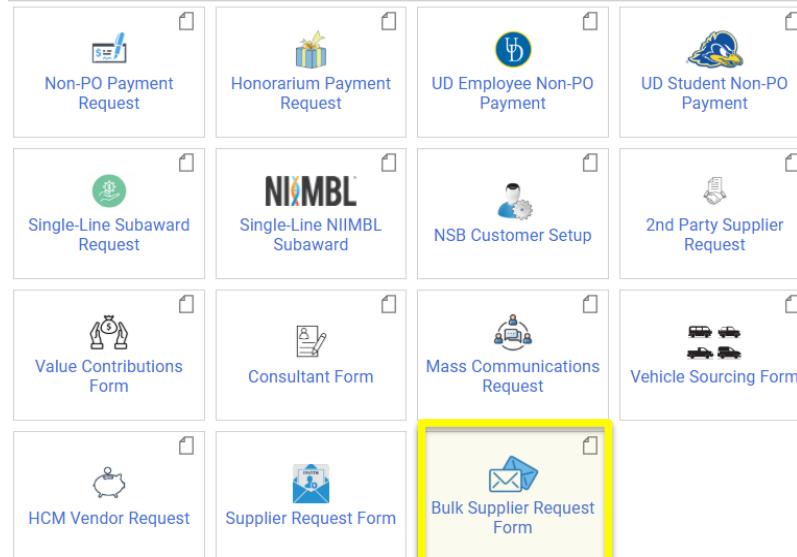
- The **Bulk Supplier Request Form** should only be used when there is a need to onboard **10 or more suppliers at once** (e.g. a large group of students receiving stipends, awards or prizes for a competition)
- **Always Search UDX first** to confirm whether the supplier is already onboarded before submitting 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.



## Catalog &amp; Forms Showcase (Under Development)

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## Procurement Forms



## Suppliers with Data Requiring Review

4

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	1.00 USD

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Details

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

EXCHANGE TEST SITE

Shop ▶ Shopping ▶ View Forms

Logout

138

44

Request Actions ▾ History ?

Back to Shopping Home

**Bulk Supplier Request Form**

Form Number: 1210336  
Purpose: Generic Request  
Status: Incomplete

**Details**   
Questions   
Review and Submit

Discussion  
Form Approvals

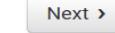
**Details**

Request Name    
Bulk Request For Summer 26 Stipends-WC

Purpose: Generic Request

Template Title: Bulk Supplier Request Form

Form Type: New Supplier Request Form

★ Required  

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

userstest.sciquest.com/apps/Router/FormWizardRequestQuestions?RequestId=1201493&Origin=HOME&tmstmp=1761927529101

UD DELAWARE EXCHANGE 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

**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). 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 Subm)
- Fill out the new sheet. For each supplier/payee, include first and last name and email. For each UD affiliated student (e.g. Fall Student Stipend) 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/has been Approved, all suppliers/payees on your Worksheet have been invited. If you need a status update on a

**Important to know-UD affiliated students:** As of January 1, 2026 all UD affiliated students and/or student employees related payments. Requests for these payments must be completed through UDX using the new student NPOP continue to be processed with a Payment To Individual (PTI) 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 \*

Uploaded attachment will be copied to the voucher.

Please provide any additional comments if necessary.

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

Review and Submit +

userstest.sciquest.com/apps/Router/FormWizardRequestReview?Origin=HOME&RequestId=1201493&HideTopNav=false&ismaterial=false&tmstmp=1761928569798

University of Delaware EXCHANGE 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

Required Fields Complete

Section Progress

Questions ✓ Required Fields Complete

Request Actions ▾ | History | ?

◀ Previous Add to Favorites Submit

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

**Confirm**

Are you sure you want to submit this form?

Yes No

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[◀ Back to Shopping Home](#)

## 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 Approvals

### Discussion

[Start New Thread](#)

There are no messages

#### Post a New Message

[x](#)

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.

## ≡ Search Suppliers

Quick Filters My Searches

## Brand

No Brand

## Commodity Code

Relationship: In Network ▾ Status: All ▾ naan

🔍 ⓘ Add Filter ▾

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

naan

x



## Suppliers

Manage Suppliers

Supplier Management Home

## Approvals

Search for a Supplier

## Compliance

Add Suppliers

## Communication

Manage Supplier Groups

## Requests

Consolidated Supplier History

## Orders

## Orders

## Quick search



My Requisitions

My Purchase Orders

My Vouchers

My Receipts

My Change Requests

Draft Change Requests

My Requests

## Contracts

## Accounts Payable

## Suppliers

## Sourcing

## Reporting

## 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

## Search Suppliers

## Quick Filters

## My Searches

## Approved By

Gonzalez, William

108

Narayan, Abiram

42

Craven, Wendy

42

Narwold, Lea

10

Ayala-Brummett, Marteen

10

See More

Show More

## Brand

No Brand

10177

## Commodity Code

No Commodity Code

10177

## Contract Party Type

Supplier

10156

## Country of Origin

United States

9166

No Country

277

Canada

91

United Kingdom

73

Brazil

46

Relationship: In Network

Status: All

Quick search



Add Filter

Clear All Filters

10:50:40 AM

Registration

... ManjushaLLC

11/13/2025  
10:43:24 AM

Profile Complete

Full Supplier  
Registration

11/11/2025 Non-Catalog

... ADIDAS AMERICA INC.

11/13/2025 0000023083  
9:06:10 AM

Approved

Full Supplier  
Registration

4/21/2020 Non-Catalog

Profile Complete

Full Supplier  
Registration

11/11/2025 Non-Catalog

None

Full Supplier  
Registration

Non-Catalog

Invited

Full Supplier  
Registration

Non-Catalog

In Progress

Full Supplier  
Registration

10/24/2025 Non-Catalog

In Progress

Full Supplier  
Registration

11/11/2025 Non-Catalog

None

Full Supplier  
Registration

Non-Catalog

**Registration Status****None:** Supplier not invited to register**Invited:** Invitation has been sent to the supplier but they have not started the registration process**In Progress:** Supplier created a portal account but has not completed registration**Complete:** Supplier has submitted their registration and it is under review by the supplier team**Approved:** Supplier is registered and supplier team has approved and activated for shopping

## 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](#)

