

UNIVERSITY OF DELAWARE[®] EXCHANGE

Human Capital Management (HCM)
Garnishment Vendor Setup & Updates

Human Capital Management

Wage Garnishment Payees

- A wage garnishment occurs when a court issues a judgement in favor of a creditor. The University is legally required to withhold a percentage of the debtor's wages each pay period to satisfy the debt.
- In these cases, the University must comply with the court order and remit the garnished wages to the designated receiver/payee.
- These payees are **not** set up as suppliers in UD Exchange, as they are not providing goods or services and no TIN is associated with the record. *(Note: A W-9 is not required, as this is not considered reportable income to the receiver.)*
 - Payment is linked to a customer number
- Onboarding includes uploading the Court Order (and a W-9, if available).



UNIVERSITY OF DELAWARE EXCHANGE TEST SITE

Shop • Shopping Home Page

Catalog & Forms Showcase (Under Development) ...

UD Exchange Setups

- Supplier Request Form
- Bulk Supplier Request Form
- NSB Customer Setup
- HCM Vendor Request**

Procurement Forms

- Consultant Form
- Vehicle Sourcing Form

Non-PO Payment Request Forms

- Non-PO Payment Request
- Honorarium Payment Request
- UD Employee Non-PO Payment
- UD Student Non-PO Payment

- Requests for setup (or to change an existing vendor) will be completed in UD Exchange (UDX) using the HCM Vendor Form.
- Only Employees of Payroll (**Dept 04720**) have access to this form from their forms showcase.
- **Click** the tile to proceed.



Instructions

userstest.sciquest.com/apps/Router/FormWizardRequestInstructions?RequestId=1241865&Origin=APPROVALS&tmstmp=176891...

PausedRelaunch to update

ShopView Forms

Back to My Approvals

Form Number1241865

PurposeGeneric Request

StatusUnder Review

Instructions

QuestionsSupplier Setup QuestionsPROCUREMENT USE ONLYReview and SubmitDiscussionForm Approvals

Instructions

Request ActionsHistory

This form is used by Payroll to request the creation or modification of a customer record for HCM garnishments. Please complete all required fields and upload any payment instruction letters or directives. Be sure to redact the garnishee's name and any sensitive information in all attachments. Once fully approved, the record will be ready for use. For additional guidance, refer to the [Human Capital Management \(HCM\) Garnishment Vendor Setup & Update Guide](#).

For more information, please see the [procurement services website](#).

This page will display any required instructions. Once the form has completed all Approvals, the supplier will be active and ready for use. Click **Next** to proceed.

Next

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HCM Vendor Form

Form Number 1206928
Purpose Generic Request
Status Incomplete

Instructions

Questions



Supplier Setup Questions



Supplier Approvals



Review and Submit

Discussion

Form Approvals

Questions - Supplier Setup Questions

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

★ Response Is Required
Q Question Text Is Searchable

▼ Type of Setup

Do you need a new customer supplier set up or make a change to an existing customer supplier? ★ Q

- ☒ New Supplier
☐ Change to Existing Customer Supplier

▼ Supplier Setup Questions

Please provide the new garnishment recipient information below.

New Supplier

HCM Classification Selection: ★ Q

1. Indicate *Type of Setup*
 2. Scroll down and Complete *Supplier Setup Questions*
 3. Upload required documents (Properly name the document prior to uploading it)
 4. Click Save Progress at any time to save and exit
 5. Click **Next** to proceed
- **Note:** Magnifying glass next to fields cannot be used, this simply means the field is searchable to later look something up or for reporting

◀ Previous

Save Progress

Next ▶

Shop ▸ Shopping ▸ [View Forms](#)


Purpose Generic Request


Status Incomplete


Question Text is Searchable

★ Response Is Required

Instructions

Questions 

Supplier Setup Questions 

PROCUREMENT USE ONLY 

Review and Submit

Discussion

Form Approvals

▼ Type of Setup

Are you requesting a new customer supplier setup or a change to an existing customer supplier? ★ 🔍

- ☐ New Supplier
- ☒ Change to Existing Customer Supplier

Is there a change to the customer name? ★ 🔍

- ☐ Yes ☐ No

Is there a change to the customer address? ★ 🔍

- ☐ Yes ☐ No

▼ Supplier Setup Questions

Please provide the new garnishment recipient information below.

Supplier Name ★ 🔍

Attachment(s) ★ 🔍 ⓘ

No File Attached

Uploaded attachment will be copied to the voucher.

If you are making a "Change to Existing Customer Supplier", indicate what type of change is being requested.



Shop > Shopping > View Forms

< Back to Shopping Home

HCM Vendor Request

Form Number 1210929
Purpose Generic Request
Status Incomplete

Instructions

Questions !

Supplier Setup Questions !

PROCUREMENT USE ONLY ✓

Review and Submit

Discussion

Form Approvals

Questions - PROCUREMENT USE ONLY

Request Actions History ?

On This Page

[Supplier Entry Details \(2\)](#)
[Supplier Approval \(1\)](#)

Question Text Is Searchable

Instructions

This page is to be completed solely by Procurement staff as part of HCM supplier setup or updates.

Supplier Entry Details

To be completed by Procurement Supplier Team staff during PeopleSoft record entry.

Supplier ID number

Entered By (initials)

****This page is for Procurement Use Only.****

LEAVE PAGE BLANK and Click Next.

< Previous Save Progress Next >



HCM Vendor Form

Form Number 1206615
Purpose Generic Request
Status Incomplete

Instructions

Questions ✓

Supplier Setup Questions ✓

Supplier Approvals ✓

Review and Submit

Discussion

Form Approvals

Review and Submit

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

✓ Required Fields Complete

Section

Progress

[Questions](#)

✓ Required Fields Complete

When this page shows a green check box on Questions, click the yellow **Submit** button and then a pop-up window will ask you to confirm, Click **Yes**

You can also click on Review and Submit in the left bar after completing the setup questions to speed up the process.

Confirm

Are you sure you want to submit this form?

Yes

No

[Previous](#)

[Add to Favorites](#)

[Submit](#)



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[◀ Back to Shopping Home](#)

HCM Vendor Form

Form Number 1207193
Purpose Generic Request
Status Under Review

- Instructions
- Questions ✓
- Supplier Setup Questions ✓
- Supplier Approvals ✓
- Review and Submit
- Discussion
- Form Approvals**

Form Approvals

Request Actions ▾ | History | ?

Submitted
11/11/2025 4:35 PM

Supplier Request Approval
Active 🔄
View approvers

Procurement Support
Future ➡
View approvers


Finish


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


HCM Vendor Form

Form Number 1206615
Purpose Generic Request
Status **Under Review**

Instructions

Questions 

Supplier Setup Questions 

Supplier Approvals 

Review and Submit


Discussion

Form Approvals

Discussion

Start New Thread

There are no messages

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

Post a New Message

✕

Subject 

NEW HCM Vendor

Message 

Need to correct street
address


4970 characters remaining

Add Attachments

Send Notification To

Type to filter...



 Required

Post Message

Close

If there is any communication required after the request is submitted, it can be done in the "Discussion" area. Use "Start New Thread" to start a discussion.

RE: Form Request Workflow for HCM Vendor Request has been Approved

Dear Amy Drag,

Your request for HCM Vendor Request has been approved.

[Click here to view the request in your organization's site](#)

Thank You,

University of Delaware

Support Team Contact Information:

procurement@udel.edu

Upon Approval, the supplier can be used. You will receive a UDX notification and email.



RE: Form Request Workflow for HCM Vendor Request has been Rejected

Dear Amy Drag,

Your request for HCM Vendor Request has been rejected. **Check the Form History notes for more details. Click on the link below to open your rejected form, and then click on the *blue* History in the top right corner.**

[Click here to view the request in your organization's site](#)

Thank You,

University of Delaware

Support Team Contact Information:

procurement@udel.edu

If for some reason your form was **Rejected**, go into the form and click on the *History* link in the top right corner for details explaining why. You will receive a UDX notification and email when this happens.



Questions:

- procurement@udel.edu

Resources:

- [Procurement Services Website](#)

