

UNIVERSITY OF DELAWARE[®] EXCHANGE

Searching for Supplier Information

Updated 11/30/2023

Searching for Supplier Information in UDX

This guide will illustrate:

How to find information related to contracted suppliers:

- UD employees may want to engage a supplier for a quote or may be looking for contact information to follow-up on a previously placed order.

Checking the registration status of new suppliers:

- In UD Exchange, you can find a supplier before they are accessible in UDX or webforms, as well as where they are in approval workflow and see reference numbers to confirm it's your supplier.



Searching for a Contracted Supplier in UDX

UD employees may want to obtain a quote from an existing contracted supplier or may be looking for a supplier's contact information to follow-up on a previously placed order.



X

[Contracts Home](#)[View Saved Searches](#)

Search Contract Attachments

Create New Contract

Search Contract Parties

Add Contract Party...

Contract Party Import/Export...

[View Import/Export Results](#)

There are no Action Items to display.

②

Product Release Library | procurement@udel.edu

[Site Map](#)

2

[📄 UD Exchange How To Guides](#)

[🔗 How Do I Buy _____ ???](#)

[Commodity Code-Account Crosswalk](#)[Non-PO Payment Matrix](#)

Select **Contracts** > *Type Supplier Name* > Click **Magnifying Glass**

Procurement Forms

Non-PO Payment Request

Honorarium Payment Request

Subaward Request

NIIMBL
NIIMBL Subaward Request

RFX Request (Option 2)

NSB Customer Setup

NEW Waiver of Bid Request

Office/Misc Supplies

• • •

No results found



UNIVERSITY OF DELAWARE EXCHANGE TEST SITE

Contracts > Contracts > Search Contracts

Back to Search Start Over

Show associated forms and non-catalog requests

Search Details

Search Terms

Contract

adidas

Filtered by

By Start/End Date: All

Active for Shopping

☒ Active

Save New Search Export Search

Refine Search Results

Contract Ended Early

No (1)

Contract Status

Executed: In Effect (1)

Contract Version Type

Original (1)

First Party

University of Delaware (1)

Second Party

Contract Search Results

1-1 of 1 Results

Contract Details

UD-SupGood-0111

Purchasing Sample Contract

Second Party: ADIDAS AMERICA INC.

Contract Type: Supply of Goods

Status: Executed: In Effect

Start Date: 6/1/2025

End Date: 6/1/2025

Active for Shopping: Yes

Renewal No.: 0

Amendment No.: 0

Extension Count: 0

1-1 of 1 Results

20 Per Page

Sort by Best Match

20 Per Page

Open Summary

The prefix "UD" on the contract number indicates that this is a University-wide contract that is available for everyone at UD to use.

Your search defaults to return contracts that are "Active for Shopping" with your supplier name included.

Click **Open Summary**.

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UNIVERSITY OF DELAWARE EXCHANGE

TEST SITE

Contracts > Contracts > Search Contracts

No (1)

Contract Status

Executed: In Effect (1)

Contract Version Type

Original (1)

First Party

University of Delaware (1)

Second Party

ADIDAS AMERICA INC. (1)

Primary Second Party Class

Credit Card (1)

Contract Term Extended

No (1)

Auto-Renew

No (1)

Will Not Renew

Yes (Includes expired contracts) (1)

Automatically Apply Purchases to this Contract

Yes (1)

Has Price Set

No (1)

Requires Price Set

No (1)

Uses Notification Tiers

No (1)

Approaching PR Tier Notification

No (1)

Summary of Contract # UD-SupGood-0111

Header		Dates And Renewal	
Contract Name *	Purchasing Sample Contract	Start Date	6/1/2020 12:00 AM EDT
Contract Type	Supply of Goods	End Date	6/1/2025 11:59 PM EDT
Work Group *	University of Delaware	Contract Managers	
First Party *	University of Delaware	George Hawxhurst	ghawxhur@udel.edu
Second Party *	ADIDAS AMERICA INC.		
Summary	View Summary		

> Attachments

> eProcurement, Budget, and Spend

> Applies To

This screen provides basic details about the Contract.

Click **View Summary**.

Logout

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UNIVERSITY OF DELAWARE EXCHANGE

TEST SITE

Contracts > Contracts > Search Contracts

No (1)

Contract Status

Executed: In Effect (1)

Contract Version Type

Original (1)

First Party

University of Delaware (1)

Second Party

ADIDAS AMERICA INC. (1)

Primary Second Party Class

Credit Card (1)

Contract Term Extended

No (1)

Auto-Renew

No (1)

Will Not Renew

Yes (Includes expired contracts) (1)

Automatically Apply Purchases to this Contract

Yes (1)

Has Price Set

No (1)

Re

No

Us

No

Approaching PR Tier Notification

No (1)

Summary of Contract # UD-SupGood-0111

Header		Dates And Renewal	
Contract Name *	Purchasing Sample Contract	Start Date	6/1/2020 12:00 AM EDT
Contract Type	Supply of Goods	End Date	6/1/2025 11:59 PM EDT

Contract Summary

Summary: This UD (Systemwide or Department Specific) Contract for <[brief description of the nature/purpose](#)>.

Order Ordering Instructions: Indicate any special instructions for sourcing a non-catalog order request; to include reference to any (1) external website, (2) UD Exchange form; i.e. order form, quick quote form, etc. (3) direct sale representative, (4) etc.

Sales Contact (if applicable): [First Last Name, E-Mail, \(###\) ###-####](#)

Support Contact (if applicable): [E-Mail, \(###\) ###-####](#)

Close

The **Contract Summary** pop-up contains contract details including: delivery information, sales tax, notifications, and direct contact information for company sales representatives.

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Q

Search Contracts

[View Saved Searches](#)

Create and Manage Export Templates

Search Contract Parties

[View Import/Export Results](#)

NEW!!! UD Exchange now has a form designed solely for Honorarium payment requests. Effective Monday, April 3rd, the **Honorarium Payment Request form** is available for use on the UDX homepage. Designed to reduce delays previously caused by returns and holds for clarification, this easy to use form guides UDX users through a series of questions validating the honorarium request. The honorarium payment type has been removed from the general NPOP form. A [reference guide](#) is available on the [UDX Resources](#) page.

Plan

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Payroll

In some cases, Procurement must validate new or updated banking information provided by a supplier before a payment can be released. This is a measure to mitigate fraud and ensure that accurate banking information is being used. There is *no further action* required by the departmental end user. The process is internal to Procurement, and involves independent verification of the information at our discretion. UD departments should *not* reach out to their supplier contact in an attempt to provide assistance in resolving the matter, as it interferes with the independent verification process. If ACH payment information is unable to be successfully verified within 14 days, the payment method may be converted to a physical check payment to avoid further disbursement delays.

②

- [UDX ConnectingU Training](#)
- [UD Exchange How To Guides](#)
- [How Do I Buy ____ ???](#)
- [Commodity Code-Account Crosswalk](#)
- [Non-PO Payment Matrix](#)
- [Quote Guidance](#)
- [NEW Waiver of Bid Request form](#)

If you don't know the name of a supplier but want to find one that offers specific goods or services, start on the UD Exchange Homepage:

Contracts > *Type Keyword into the Search Field* > Click **Magnifying Glass**



UD

UNIVERSITY OF DELAWARE

EXCHANGE

Contracts > Contracts > Search Contracts

Contracts > Contracts > Search Contracts

Back to Search | Start Over

Show associated forms and non-catalog requests

Search Details

Search Terms

Contract

tent

Filtered by

By Start/End Date: All

Active for Shopping

☒ Active

Save New Search

Export Search

Refine Search Results

Contract Ended Early

No (1)

Contract Status

Executed: In Effect (1)

Contract Version Type

Amendment (1)

First Party

University of Delaware (1)

Second Party

Contract Search Results

1-1 of 1 Results

Contract Details

UD-MSA-1256

Tents & Rental Equipment

Second Party: Select Event Group, Inc.

Contract Type: Master Services Agreement (MSA)

Status: Executed: In Effect

End Date: 2/15/2024

Active for Shopping: Yes

Renewal No.: 0

Amendment No.: 1

Extension Count: 1

1-1 of 1 Results

Sort by: Best Match

20 Per Page

Open Summary

The prefix "UD" on the contract number indicates that this is a University-wide contract that is available for everyone at UD to use.

Your search defaults to return contracts that are "Active for Shopping" with your search term included.

Click Open Summary.

res (1)

Contract Ended Early

No (1)

Contract Status

Executed: In Effect (1)

Contract Version Type

Amendment (1)

First Party

University of Delaware (1)

Second Party

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UNIVERSITY OF DELAWARE EXCHANGE

Contracts > Contracts > Search Contracts

Back to Search Start Over

Show associated forms and non-catalog requests

Search Details

Search Terms

Contract

tent

Filtered by

By Start/End Date: All [remove all]

Active for Shopping

☒ Active

Save New Search Export Search

Refine Search Results

Custom Fields

Work Order Number

SpeedType

Purpose

Fund [more]

Show on Supplier Portal

Yes (1)

Contract Ended Early

No (1)

Contract Status

Executed: In Effect (1)

Contract Version Type

Amendment (1)

First Party

University of Delaware (1)

Second Party

Contract

1-1 of 1

Contract Def

UD-MSA-
Tents & Ren
Second Pa
Contract Ty
Status:

1-1 of 1

Summary of Contract # UD-MSA-1256

Open Main Document

Header		Dates And Renewal	
Contract Name *	Tents & Rental Equipment	Start Date	11/29/2016 12:00 AM EST
Contract Type	Master Services Agreement (MSA)	End Date	2/15/2024 11:59 PM EST
Work Group *	University of Delaware	Contract Managers	
First Party *	University of Delaware	Glenda Wilkerson	gwilker@udel.edu
Second Party *	Select Event Group, Inc.	Shawn Gagnon	shgagnon@udel.edu +1 302-831-8422
Summary	View Summary	George Walueff	gwalueff@udel.edu +1 302-831-8758

> Attachments

> eProcurement, Budget, and Spend

* Required

Close

Sort by Best Match 20 Per Page

Open Summary

20 Per Page

This screen provides basic details about the Contract.

Click **View Summary**.

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Contracts > Contracts > Search Contracts

Back to Search Start Over

Show associated forms and non-catalog requests

Search Details

Search Terms

Contract

tent

Filtered by

By Start/End Date: All [remove all]

Active for Shopping

☒ Active

Save New Search Export Search

Refine Search Results

Custom Fields

Work Order Number

Speed Type

Purpose

Fund [more]

Show on Supplier Portal

Yes (1)

Contract Ended Early

No (1)

Contract Executed

Contract Amendment

First Party

University of Delaware (1)

Second Party

Contract Details

1-1 of 1

UD-MSA-1256

Tents & Rentals

Second Party

Contract Type

Status:

1-1 of 1

Summary of Contract # UD-MSA-1256

Open Main Document

Header

Dates And Renewal

Contract Summary

UNIVERSITY-WIDE CONTRACT

Supplier provides tent rental service for University events.

METHOD OF ENGAGEMENT: Master Terms and Conditions govern all purchases/engagements with Supplier. Procurement Authority required for all purchases/engagement \$5,000 or greater. Contact supplier using information below to obtain quote and submit non-catalog requisition with quote attached. **Orders should be placed using the UDX Non-Catalog form.**

Supplier Contact Info

Alex Corgan

acorgan@selecteventgroup.com

Close

Goods and Services

Sort by Best Match 20 Per Page

Open Summary

20 Per Page

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The **Contract Summary** pop-up contains contract details including: delivery information, sales tax, notifications, and direct contact information for company sales representatives.



Requisition • 170455783

16 of 8770 Results ▾ < >

Summary Comments Attachments History

Accounting Codes

Work Order Number	SpeedType	Purpose	Fund	Dept	Program	Source	Project ID	Project Type 1	User Ref	Cost Share Project	Project Type 2
N/A	CPIN372122	CPIN372122	OPBAL	01573	RSCH1	3300000000	CPIN37212221000	FEDRL	no value	no value	no value
N/A	DOE EFRC	DOE EFRC	OPERATING	CTR FOR	FEDERAL	FEDERAL FUNDS	DOE EFRC KUNJAPUR	Federal Grants			

To access supplier information from within an existing requisition or purchase order:

Click the **supplier's name** in the line-item section of the document's summary tab.

Internal Attachments

PO Clauses

1 View details

8 Items

Fisher Scientific Company LLC 8 Items • 1,610.00 USD

SUPPLIER DETAILS CC-2000 PARK LANE : 2000 PARK LANE, PITTSBURGH, Pennsylvania 15275-1114 United States

Contract UD-MSA-0143

PO Number UDS0036508

Quote number no value

Need to make changes? [VIEW ITEMS](#) Item(s) was retrieved on: 4/10/2023 10:51:05 AM

- PIPET SER1X10 5ML 200/CS
- PIPET SER1X4 25ML 200/CS
- PIPET SEROLOGICAL 50ML 100/CS
- CUVET MICRO 1.5ML 2SD PS 5C/CS
- PCR ADHESIVE SEALS 100EA
- WELL PLATE 96 1ML CS50
- TRIFLUOROACETIC ACID 250ML

Completed

Total (1,610.00 USD) ▾

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, not for approvals.

1,610.00

1,610.00

Related Documents

Purchase Order: UDS0036508

What's next?

Workflow

☐ Show skipped steps **Submitted**
4/10/2023 10:58 AM
Roman Dickey **PR Validation**
Completed **COA Approver**
Approved
✓ Chang Xu **PR Validation 2**
Completed

Contracts - Google Chrome

https://solutions.sciquest.com/apps/Router/SupplierPopupContracts?SupNum=3825401&SelectedTab=2&IsFromContractSearchResult=false&BusinessUnit=...

Fisher Scientific Company LLC

View available product categories from this supplier | PunchOut out to supplier's catalog

Supplier 360 | Supplier | **Contracts**

1-2 of 2 Results 5 Per Page

Contract Number	Contract Name	Version	Status	Start Date	End Date
UD-MSA-0008	Scientific Lab Supplies	Renewal 0, Amendment 0	Complete	7/1/2013	9/30/2020
UD-MSA-0143	*Laboratory Supply Program Agreement	Renewal 0, Amendment 0	Executed: In Effect	9/1/2020	8/31/2025

If you see more than one contract, look at the one that says "Executed: In Effect" or the contract with a current date.

Select the **Contracts** tab on the pop-up.

Click the "i" icon next to the contract you wish to view.

- PIPET SEROLOGICAL 50ML 100/CS
- CUVET MICRO 1.5ML 2SD PS 5C/CS
- PCR ADHESIVE SEALS 100EA
- WELL PLATE 96 1ML CS50
- TRIFLUOROACETIC ACID 250ML

pe 1 User Ref Cost Share Project Project Type 2

no value no value no value

Completed

Total (1,610.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 1,610.00

1,610.00

Related Documents

Purchase Order: UDS0036508

What's next?

Workflow

Show skipped steps

Submitted
4/10/2023 10:58 AM
Roman Dickey

PR Validation
Completed

COA Approver
Approved
Chang Xu

PR Validation 2
Completed

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Summary of Contract # UD-MSA-0143

Header

Contract Name * *Laboratory Supply Program Agreement
Contract Type Master Services Agreement (MSA)
Work Group * University of Delaware
First Party * University of Delaware
Second Party * Fisher Scientific Company LLC
Summary [View Summary](#)

Dates And Renewal

Start Date 9/1/2020 12:00 AM EDT
End Date 8/31/2025 11:59 PM EDT

Contract Managers

George Walueff gvalueff@udel.edu
+1 302-831-8758
Robert Jung rjung@udel.edu
Dale Fleetwood fleetwoo@udel.edu
Dennis DeMarino ddema@udel.edu
+1 732-882-2393
Shelly Powell shellyp@udel.edu
+1 302-831-0112
Glenda Wilkerson gwilker@udel.edu

Click View Summary.

* Required

Close

- PIPET SER 1X4 250ML 200/CS
- PIPET SEROLOGICAL 50ML 100/CS
- CUVET MICRO 1.5ML 2SD PS 5C/CS
- PCR ADHESIVE SEALS 100EA
- WELL PLATE 96 1ML CS50
- TRIFLUOROACETIC ACID 250ML

Project 1	User Ref	Cost Share Project	Project Type 2
2020	no value	no value	no value
2025			

Completed

Total (1,610.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 1,610.00
1,610.00

Related Documents

Purchase Order: UDS0036508

What's next?

Workflow

Show skipped steps

Submitted
4/10/2023 10:58 AM
Roman Dickey

PR Validation
Completed

COA Approver
Approved
Chang Xu

PR Validation 2
Completed

Contracts - Google Chrome
https://solutions.sciquest.com/apps/Router/SupplierPopUpContracts?SupNum=3825401&SelectedTab=2&IsFromContractSearchResult=false&BusinessUnit=...

Fisher Scientific Company LLC View available product categories from this supplier PunchOut out to supplier's catalog

Contract Summary

Fisher Scientific furnishes laboratory supplies campus wide as requested via on-campus stockroom and orders placed online. **Punchout ordering is not currently available for the Fisher stockroom; please purchase at the stockroom with a punch card if the item is available there.**

To order: To obtain a quote for an item not available in the catalog, please contact the Fisher Scientific Sales Representative and they will provide the quote. If you are ordering from a quote from Fisher, please access the Fisher Punchout, and from the "Your Account" menu choose "Quotes." Please also see the [Fisher Scientific Punchout web guide](#) on our resources page for additional assistance.

For home delivery: Due to government regulations, Fisher Scientific is unable to ship products to home addresses. If you choose the non-campus ship-to location, please ensure a business location is entered or the order will not be processed. Additional requirements are necessary if shipping to California; please contact Procurement Help from within the requisition if doing so.

Sales taxes: may apply to any shipment sent to a state where UD is not tax exempt (including Maryland).

Turnaround times: Normally, if the product is in stock at Fisher's eastern PA warehouse, and the PO is placed by 2 PM or prior, the order should be delivered next day.

Email notifications: Fisher provides both order and shipping confirmations via email. Fisher also updates the shipment data in UD Exchange.

For issues or problems with the punchout site: please contact Ecommerce - EDI & Web Integration Support at ecommerce@thermofisher.com

For issues or problems with an order: including returns, cancellations or account-related questions, please contact the Fisher Scientific Sales Rep:

Karen Black
302-831-2285
Karen.Black1@thermofisher.com

Close

Item	User Ref	Cost Share Project	Project Type 2
2020	no value	no value	no value
2025			

Subtotal 1,610.00

Total (1,610.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 1,610.00

Related Documents

[Purchase Order: UDS0036508](#)

What's next?

Workflow

Show skipped steps

Submitted
4/10/2023 10:58 AM
Roman Dickey

PR Validation
Completed

COA Approval

The **Contract Summary** pop-up contains contract details including: delivery information, sales tax, notifications, and direct contact information for company sales representatives.

16 of 8770 Results

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Finding New Suppliers

- New suppliers are entered into UD Exchange by Procurement staff after they complete their online W9 form.
- Processes dictated by Internal Audit require Procurement staff to verify all information submitted, some of which happens at the time of entry, and some at the time of payment.
- If the supplier has used the comments field on the online W9 form to indicate that they are working with you, Procurement will start the process of entry to confirm their information and begin the required review and approval process.
 - Confirming TIN, OFAC, banking information, etc.
- **If you have the supplier's W9 reference number, you can locate the supplier at any point after this process begins.**



Organization Message

Welcome to the University of Delaware Exchange

Here you'll find the goods and services you need. The greatly expanded **University of Delaware Exchange** (also referred to as UD Exchange, or UDX) provides a familiar online shopping experience and negotiated pricing from UD's preferred suppliers. You can search for items by keyword or item number. When you find the item you need, just put it in your shopping cart, and assign or submit. If you can't find what you need, click on the Non-Catalog Item link, complete the form, and assign or submit.

Suppliers

Manage Suppliers

Approvals

Requests

Performance

Supplier Management Home

Search for a Supplier

View Saved Searches

ametek



Action Items

There are no Action Items to display.

My Resources

My Resources

Product Release Library | procurement@udel.edu

Site Map

Quick Links

- [UDX ConnectingU Training](#)
- [UD Exchange How To Guides](#)
- [How Do I Buy ____ ???](#)
- [Commodity Code-Account Crosswalk](#)

In this example, an employee is looking for a new supplier named Ametek. Their contact at Ametek confirmed that they completed the online W9 and received reference number 66987.

Suppliers > Manage Suppliers > Type "Ametek" into the search field > Click Magnifying Glass

the information about onboarding suppliers on the main page of our website. (updated 12/4/22 WAG)

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

In some cases, Procurement must validate new or updated banking information provided by a supplier before a payment can be released. This is a measure to mitigate fraud and ensure that accurate banking information is being used. There is *no further action* required by the departmental end user. The process is internal to Procurement, and involves independent verification of the information at our discretion. UD departments should *not* reach out to their supplier contact in an attempt to provide assistance in resolving the matter, as it interferes with the independent verification process. If ACH payment information is unable to be successfully verified within 14 days, the payment method may be converted to a physical check payment to avoid further disbursement delays.

No results found





Suppliers ▸ Manage Suppliers ▸ Search for a Supplier

< Back to Search

Start Over

Showing 1 - 1 of 1 Results

Search Details

Filtered By

Search Terms ametek

[\[Remove All\]](#)

Network

☒ In Network

[Save New Search](#)

Refine Supplier Search

?

Profile Last Updated By Supplier

▾

Last Invitation Date

▾

Registration Status

[In Progress \(1\)](#)

Registration Type

[Full Supplier Registration \(1\)](#)

Registration Method

Results Per Page 20 ▾

Sort by: Best Match ▾

Page 1 of 1

[legend ?](#)



✓ **AMETEK Arizona Instrument LLC**
(AMETEK Brookfield)

Type: ☐

Diversity Classifications: [DoesNotQualify](#)

Date Registered: 4/29/2021 2:18 PM

Last Updated: 4/29/2021 2:23 PM

Registration Status: In Progress

Registration Type: Full Supplier

Registration

Contract Party Types: Supplier

Both the Legal name and DBA name have been entered for this supplier; the search will return either.

The search returns a single supplier named Ametek, entered on April 29.

For more information, click on the **supplier's name**.





Suppliers ▸ Manage Suppliers ▸ [Search for a Supplier](#) ▸ Supplier Profile - AMETEK Arizona Instrument LLC

[◀ Back to Results](#)

1 of 1 Results ▾



AMETEK Arizona Instrument LLC

Doing Business As : AMETEK Brookfield

Registration Status In Progress

Registration Type Full Supplier Registration

About

Workflow and Review

[View History](#)

History

[Filter History](#)

[Export CSV](#)

Results Per Page 20 ▾

Records found: 28

Page 1 ▾ of 2

Date ▾	User ▾	Action ▾	Context ▾	Section ▾	Field ▾	Old Value	New Value	Note
4/29/2021 2:23 PM	System	Modified (via Workflow)		General	OFAC SDN Information Status Last Updated	empty	4/29/2021 2:23 PM	
4/29/2021 2:23 PM	System	Modified (via Workflow)		General	OFAC SDN Information OFAC SDN Status	Check Not Run	No Potential Match Found	
4/29/2021 2:23 PM	Katie Cooper	Supplier Registration Submitted	Supplier Registration Workflow					
4/29/2021 2:22 PM	Katie Cooper	Created		Accounts Payable	Accounts Payable Title			ACH Payments

The **History View** displays details of the registration process.

In this example, the user can see that the supplier requested ACH payments which requires banking verification prior to payment.

Remittance (Remittance)

Remittance (Remittance)





1								
4/29/2021 2:20 PM	Katie Cooper	Created	Address: Orders (Physical)	Addresses				Orders (Physical)
4/29/2021 2:19 PM	Katie Cooper	Modified		Tax Information	TIN 66987 Tax Documentation	*****	*****	Manual Upload
4/29/2021 2:19 PM	Katie Cooper	Modified		Tax Information	TIN 66987 Tax Document Year	empty	2021	
4/29/2021 2:19 PM	Katie Cooper	Modified		Tax Information	TIN 66987 Tax Type	empty	W-9	
4/29/2021 2:19 PM	Katie Cooper	Created		Tax Information	Tax Document Name			TIN 66987
4/29/2021 2:19 PM	Katie Cooper	Modified		Tax Information	w9 66987 Tax Documentation	*****	*****	Manual Upload
4/29/2021 2:19 PM	Katie Cooper	Modified		Tax Information	w9 66987 Tax Document Year	empty	2021	
4/29/2021 2:19 PM	Katie Cooper	Modified		Tax Information	w9 66987 Tax Type	empty	W-9	
4/29/2021 2:19 PM	Katie Cooper	Created		Tax Information	Tax Document Name			w9 66987
4/29/2021	Katie	Created		Diversity	Does Not Qualify as a			

As the user scrolls further down the History View, they can see their supplier's W9 reference number, confirming that they are reviewing the registration of the supplier they wanted, not one which may have a similar name.



UNIVERSITY OF DELAWARE EXCHANGE

Suppliers ▸ Manage Suppliers ▸ Search for a Supplier ▸ Supplier Profile - AMETEK Arizona Instrument LLC

1 of 1 Results

AMETEK Arizona Instrument LLC

Doing Business As : AMETEK Brookfield

Registration Status In Progress

Registration Type Full Supplier Registration

About

Workflow and Review

Internal Notes

Supplier Registration Workflow

Supplier Review Workflow

View History

Supplier Registration Workflow

Submitted 4/29/2021 2:23 PM

OFAC Supplier Check Completed

Duplicate Robot Completed

Registration Review Approved Sean Malone

Procurement Approval Active

Sync to ERP Future

Workflow Step Approvers (Procurement Approval)

Approver Group : Procurement Approval

David Fenkel dsfenkel@udel.edu

Close

New suppliers go through **Registration** workflow.

Existing suppliers needing updates go through **Review** workflow.

The **Supplier Registration Workflow** view indicates:

- What stage of approval the supplier is in
- Who is responsible for that step
- What needs to be completed before the supplier is approved

UNIVERSITY OF DELAWARE

22

Other Supplier Information

The following screens depict recent changes to supplier processes made since this guide was first published and provides answers to frequently asked questions.



UNIVERSITY OF DELAWARE
EXCHANGE

Suppliers ▶ Manage Suppliers ▶ Search for a Supplier ▶ Supplier Profile - DELMARVA

All ▾ Search (Alt+Q)

Suppliers ▶ Manage Suppliers ▶ Search for a Supplier ▶ Supplier Profile - DELMARVA

1 of 1 Results ▾ < >

DELMARVA POWER

Supplier Number 0000018920
Registration Status None
Registration Type Full Supplier Registration

About

Supplier 360

Summary

General

System Settings

Contacts and Locations

Workflow and Review

Accounts Payable

eProcurement

View History

Supplier 360

Supplier Details

In Network

Active

Non-Catalog

Legal Name

DBA

Aliases

Supplier No.

Withholding Status

Date of Last Order

Registration Status

DELMARVA POWER

DELMARVA POWER

DELMARVA POWER

0000018920

WH=N

12/22/2021

None

Business Description

There is no business description available for this supplier.

Products and Services

NAICS Codes

Primary

No Primary NAICS Code Selected

Secondary

No Secondary NAICS Codes Selected

Commodity Codes

No Commodity Codes Selected

Keywords

There is no keywords to display.

FAQ!
Older supplier records...

Suppliers that were imported from PeopleSoft to UD Exchange in 2020 and have **not been updated** since that time are **available for use** but will display **Registration Status: None**



Suppliers ▸ Manage Suppliers ▸ [Search for a Supplier](#) ▸ Supplier Profile - DELMARVA POWER[Back to Results](#)

1 of 1 Results ▾



DELMARVA POWER

Supplier Number 0000018920
Registration Status None
Registration Type Full Supplier Registration

[About](#) ▸[Contacts and Locations](#) ▸[Workflow and Review](#) ▸[Accounts Payable](#) ▸[eProcurement](#) ▸[View History](#)

History

[Filter History](#)[Export CSV](#)

Results Per Page 20 ▾

Records found: 85

Page 1 ▾ of 5

Date ▾	User ▾	Action ▾	Context ▾	Section ▾	Field ▾	Old Value	New Value	Note
10/7/2021 12:32:41 PM	David Heckman	Modified	Address: ORDER (Physical)	Addresses	Postal Code	19801-3550	19801	
7/15/2021 1:21:29 PM	Sheila Lawlor	Viewed		Payment Information	Account Number			DirectDeposit1
6/7/2021 4:30:34 PM	Kristen Pickering	Modified	Fulfillment Center: COMMUNITY OFFICE	Terms and Conditions	Days After	30	0	
1/8/2021 9:26:13 AM	System	Modified (via System)		Supplier Registration Information	Registration Type	empty	Full Supplier Registration	from default
7/30/2020 9:05:27	System	Modified (via System)		General	Company Overview	empty	Outside Party	
7/30/2020 9:05:37	System	Modified (via System)		General	Country of Origin	empty	US	

If the History shows no recent updates or submission into workflow, the supplier should be able to be used in requisitions without errors.





[Back to Results](#)

1 of 1 Results ▾ < >




College Board

Supplier Number 0000015821
Registration Status In Progress
Registration Type Full Supplier Registration

- About <
- Supplier 360**
- Summary
- General
- System Settings
- Contacts and Locations >
- Workflow and Review >
- Accounts Payable >
- enrollment >

Supplier 360

Supplier Details ?

 In Network	College Board
 Active	Legal Name College Board
 Non-Catalog ?	DBA College Board
	Aliases -
	Supplier No. 0000015821
	Withholding Status WH=N
	Date of Last Order 12/21/2021
	Registration Status In Progress

Business Description

There is no business description available for this supplier.

Products and Services ?

NAICS Codes

Primary

No Primary NAICS Code Selected

Secondary

No Secondary NAICS Codes Selected

Commodity Codes

No Commodity Codes Selected

Keywords

There is no Keywords to display.

HOWEVER, Suppliers that were imported from PeopleSoft to UD Exchange in **2020** and have an *update pending*, will have both a supplier ID number and be active for shopping **but** will show **Registration Status: In Progress**.



College Board

Supplier Number 0000015821
Registration Status In Progress
Registration Type Full Supplier Registration

- About ▶
- Contacts and Locations ▶
- Workflow and Review ▶
- Accounts Payable ▶
- eProcurement ▶

[View History](#)

History ?

[Filter History](#)[Export CSV](#)

Results Per Page 20 ▾

Records found: 142

Page 1 ▾ of 8 ▶ ?

Date ▾	User ▴	Action ▴	Context ▴	Section ▴	Field ▴	Old Value	New Value	Note
12/29/2021 2:39:09 PM	Bill Gonzalez	Modified (via import)		TIN Compliance	TIN Matching Status	TIN Matching Not Run	0- IRS TIN Match	
12/7/2021 9:37:19 AM	Misha Kaur	Supplier submitted to Supplier Review Workflow	Supplier Review Workflow					
12/7/2021 9:36:57 AM	Misha Kaur	Modified		Tax Information	71421_TIN Tax Documentation	*****	*****	Manual Upload
12/7/2021 9:36:57 AM	Misha Kaur	Modified		Tax Information	71421_TIN Tax Document Year	empty	2021	
12/7/2021 9:36:57 AM	Misha Kaur	Modified		Tax Information	71421_TIN Tax Type	empty	W-9	
12/7/2021 9:36:57 AM	Misha Kaur	Created		Tax	Tax Document Name			71421_TIN
12/7/2021 9:35:56 AM	Misha Kaur	Modified		Tax Information	71421_W9 Tax Document Year	empty	2021	Manual Upload
12/7/2021 9:35:56 AM	Misha Kaur	Modified		Tax Information	71421_W9 Tax Type	empty	W-9	
12/7/2021 9:35:56 AM	Misha Kaur	Created		Tax	Tax Document Name			71421_W9

Recent updates and submission into workflow, *there may be errors* a requisition *before* the updates are approved.

If the History shows recent updates and submission into workflow, ***there may be errors*** when trying to submit a requisition ***before*** the updates are approved.



Shop > Shopping > View Forms

Form Number 7542843
Purpose Procurement Request
Status Incomplete

Instructions

Suppliers

Attachments

Form Fields

Review and Submit

Suppliers

Supplier

State of Maryland
ACH-U
Unclaimed Property, Compliance Division, 301 W. Preston Street,
Room 310, Baltimore, Maryland 21201 United States

Modify Search

Supplier Name	Doing Business As	Fulfillment Centers	Action
State of Maryland		1000 Hilltop Circle, RAC 252A University of Maryland - Baltimore County, 1000 Hilltop Circle, RAC 252A, Baltimore, Maryland 21250 United States	Select
		11975 Homewood Road University of Maryland College Park, 11975 Homewood Road, Ellicott City, Maryland 21042 United States	Select
		ACH-Comptroller of Maryland Comptroller of Maryland, 80 Calvert Street, Annapolis, Maryland 21404 United States	Select
		ACH-Morgan State University Morgan State University, 1700 East Cold Spring Lake, Baltimore, Maryland 21251 United States	Select
		ACH-Schaefer Ctr Public Policy Schaefer Ctr for Public Policy, University of Baltimore, 1420 N Charles Street, Baltimore, Maryland 21201 United States	Select

PreviousNext

NEW!

Fulfillment Centers...

Fulfillment Centers are now displayed *instead of* addresses when you are selecting a supplier on a requisition.

Each new W9 a supplier submits adds a fulfillment center to their profile.

Outdated information will be inactivated as UD's supplier cleanup effort continues.

*To ensure you select the *correct* **Fulfillment Center**, refer to the supplier profile as illustrated in the next slide...

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Fulfillment Centers are now shown in the Supplier profile. A fulfillment center links together:

- The address where the *PO* is sent (fulfillment address),
- The address where *Payment* is sent (remittance address),
- The Payment Method selected by the supplier on their W9.

The screenshot displays the 'State of Maryland' supplier profile. On the left, a sidebar menu includes 'About', 'Contacts and Locations', 'Fulfillment Centers' (highlighted with a red box), 'Workflow and Review', 'Accounts Payable', and 'eProcurement'. The main content area is titled 'Fulfillment Centers' and contains a list of fulfillment centers for this supplier. The 'ACH-Univ of Baltimore, Schaefer' center is highlighted with a yellow box. To the right, the 'General' tab is active, showing details for the 'ACH-Univ of Baltimore, Schaefer' center. A yellow callout bubble points to the 'Address ID' (00005) and '3rd Party Address ID' (No Value) fields, stating 'These may or may not be the same address.' Below this, the 'Selected Addresses' section is divided into two columns: 'Active Fulfillment Address' and 'Active Remittance Address'. Both columns list the same address: 'Univ of Baltimore, Schaefer Ctr for Public Policy, Schaefer Ctr for Public Policy, University of Baltimore, 1420 N Charles Street, Baltimore, Maryland, 21201, United States'. Both columns also indicate 'No Active Contact Provided'.

State of Maryland

Supplier Number 0000038885
Registration Status Approved
Registration Type Full Supplier Registration

About >
Contacts and Locations <
Fulfillment Centers
Workflow and Review >
Accounts Payable >
eProcurement >

View History

Fulfillment Centers

Default Settings for this Supplier
1000 Hilltop Circle, RAC 252A
11975 Homewood Road
ACH-Comptroller of Maryland
ACH-Morgan State University
ACH-Schaefer Ctr Public Policy
ACH-UNCLAIMED PROPERTY, COMPLI
ACH-Univ of Baltimore, Schaefer
ACH-Univ of MD, Ctr for Environ
CC-100 COMMUNITY PLACE
MOTOR VEHICLE ADMINISTRATION
Revenue Administration Divisio
St Mary's College of Maryland
Terps Lacrosse Club-University
University of Maryland - Balti
University of Maryland Extensi
UOM-B- PO Box 41427
UOM-B- PO Box 41427

General Ordering Order Distribution Custom Data History

Name ACH-Univ of Baltimore, Schaefer

Address ID 00005
3rd Party Address ID No Value
Active ✓
Primary Address (used as default in application) ✗
Current Primary Address ACH-UNCLAIMED PROPERTY, CO
Associated Addresses

Selected Addresses

Active Fulfillment Address	Active Remittance Address
Univ of Baltimore, Schaefer Ctr for Public Policy Schaefer Ctr for Public Policy University of Baltimore 1420 N Charles Street Baltimore Maryland, 21201 United States	Schaefer Ctr for Public Policy Remit Schaefer Ctr for Public Policy University of Baltimore PO Box 2016 Baltimore Maryland, 21203 United States
No Active Contact Provided	No Active Contact Provided

The following slides illustrate how to ensure you are selecting the correct supplier record when beginning your requisition...

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Choosing the Correct Supplier



In the following example, you need to complete a Non-PO Payment form to pay an invoice for conference registration fees to the University of Maryland Schaefer Center for Public Policy.

Their invoice has a PO box number listed as their remittance address and requests payment by ACH.



Shop ▸ Shopping ▸ [View Forms](#)

[◀ Back to Shopping Home](#)

Non-PO Payment Request

Form Number **5243304**
Purpose **Procurement Request**
Status **Incomplete**

Instructions

Suppliers ✓

Attachments ✓

Form Fields ✓


Review and Submit

Suppliers

[Request Actions ▾](#) [History](#) ?

Supplier [Maryland, State of](#)
ACH-UNCLAIMED PROPERTY, COMPLI: Comptroller of Maryland,
Unclaimed Property, Compliance Division, 301 W. Preston Street,
Room 310, Baltimore, Maryland 21201 United States

[▸ Modify Search](#)

Supplier Name	Doing Business As	Fulfillment Centers	Action
 Maryland, State of		1000 Hilltop Circle, RAC 252A University of Maryland - Baltimore County, 1000 Hilltop Circle, RAC 252A, Baltimore, Maryland 21250 United States	Select
		ACH-Schaefer Ctr Public Policy Schaefer Ctr for Public Policy, University of Baltimore, 1420 N Charles Street, Baltimore, Maryland 21201 United States	Select
		ACH-UNCLAIMED PROPERTY, COMPLI: (preferred) Comptroller of Maryland, Unclaimed Property, Compliance Division, 301 W. Preston Street, Room 310, Baltimore, Maryland 21201 United States	✓ Selected
		ACH-Univ of Baltimore, Schaefer Schaefer Ctr for Public Policy, University of Baltimore, 1420 N Charles Street, Baltimore, Maryland 21201 United States	Select

[◀ Previous](#) [Next ▶](#)

When you create your requisition, you will only see Fulfillment Centers on the Suppliers page.

None of the centers show a PO box.



If you navigate to the **Supplier Profile, Contacts and Locations > Fulfillment Centers**, you can browse various Fulfillment centers to view the remittance addresses associated with each one.
Here, you see that the remittance address associated with the Schaefer Center for Public Policy is PO Box 2016.

State of Maryland

Supplier Number 0000038885
Registration Status Approved
Registration Type Full Supplier Registration

About

Contacts and Locations

Fulfillment Centers

Workflow and Review

Accounts Payable

eProcurement

[View History](#)

Fulfillment Centers

Fulfillment Centers

Default Settings for this Supplier

1000 Hilltop Circle, RAC 252A

11975 Homewood Road

ACH-Comptroller of Maryland

ACH-Morgan State University

ACH-Schaefer Ctr Public Policy

ACH-UNCLAIMED PROPERTY, COMPLI

ACH-Univ of Baltimore, Schaefer

ACH-Univ of MD, Ctr for Environ

CC-100 COMMUNITY PLACE

MOTOR VEHICLE ADMINISTRATION

Revenue Administration Divisio

St Mary's College of Maryland

Terps Lacrosse Club-University

University of Maryland - Balti

University of Maryland Extensi

UOM-B- PO Box 41427

UOM-B- PO Box 41427

General

Ordering

Order Distribution

Custom Data

History

Name

ACH-Univ of Baltimore, Schaefer

Address ID

00005

3rd Party Address ID

No Value

Active

✓

Primary Address (used as default in application)

✗

Current Primary Address

ACH-UNCLAIMED PROPERTY, COMPLI

Associated Addresses

Selected Addresses

Active Fulfillment Address

Univ of Baltimore, Schaefer Ctr for Public Policy
Schaefer Ctr for Public Policy
University of Baltimore
1420 N Charles Street
Baltimore
Maryland, 21201
United States

No Active Contact Provided

Active Remittance Address

Schaefer Ctr for Public Policy Remit
Schaefer Ctr for Public Policy
University of Baltimore
PO Box 2016
Baltimore
Maryland, 21203
United States

No Active Contact Provided



< Back to Results 10 of 15 Results < >

Maryland, State of

Supplier Number 0000038885

Registration Status Approved

Registration Type Full Supplier Registration

About >

Contacts and Locations >

Workflow and Review >

Accounts Payable <

Payment Methods

Payment Custom Fields

View History

Payment Methods ?

Manage Accounts Payable

ACH-Univ of Baltimore Schaefer Ctr Public Policy (Direct Deposit (ACH))

CC - Community Place (Credit Card)

Check - Motor Vehicle Administration (Check)

Check - UMBC 1000 Hilltop Circle (Check)

Check - Unclaimed Property (Check)

Check - University of Maryland - Baltimore (Check)

Unclaimed Property - ACH (Direct Deposit (ACH))

Edit Accounts Payable

Payment Title ACH-Univ of Baltimore Schaefer Ctr Public Policy

Country United States

ERP Number

Third Party Reference

Payment Type Direct Deposit (ACH)

Direct Deposit Format CCD

Remittance Address Schaefer Ctr for Public Policy Remit (Remittance)

Electronic Remittance Email osr@ubalt.edu

Currency USD

Contact Name

Purpose

Active ☒ Yes ☐ No

Bank Account

Country United States

Bank Name Wells Fargo Bank, N.A.

Account Holder's Name University of Baltimore, Schaefer

Account Type Checking

Account Number Type Account Number

SWIFT/BIC No Value

International Routing Code (IRC) No Value

Routing/Transit Number 121000248

Account Number *****

In **Accounts Payable > Payment Methods**, you can see that we have an ACH Payment method on record with this Fulfillment Center.

With this information you can select this Fulfillment Center with confidence on your requisition!

You will NOT be able to see account information, but Accounts Payable can, and does check this as part of the vouchering process.



Additional Information



Procurement is in the process of a major supplier cleanup to ensure that supplier information is consistent, accurate, adequately documented, and makes sense to system users.



If a remittance address that matches your documentation is NOT listed in the supplier profile, then the supplier will need to submit a new online W9 with the additional information. Accounts Payable cannot simply enter a new remit address when they process an invoice.



Verification of supplier banking information is now done *at the time of payment*. If a supplier has new or updated banking information, their payment voucher will be placed on hold pending verification. A comment will be added to the voucher noting the hold for verification.



Questions:

- procurement@udel.edu

Resources:

- [Procurement Services Website](#)
- [Auto Return Troubleshooting Tips](#)

