

# Request New Supplier

1. In Falcon's Purch navigate to **Suppliers**→**Requests**→**Request New Supplier**



2. Enter the Supplier Name (**Enter as Last Name, First Name or Company Name**)
3. Click **Submit**

## Company Name

**Request New Supplier**

Supplier request form      General Supplier Request

Supplier name \*     

←

## Individual Name

**Request New Supplier**

Supplier request form      General Supplier Request

Supplier name \*     

←

4. Read instructions given then **Click Next**

**Zoot and Toot**

Template      General Supplier Request  
Request Status      Incomplete

**Instructions**

Please answer the questions to the best of your ability.  
Please enter individual's full name by last name, first name (i.e. Falcon, Freddie) or Company Name (Freddie's Fencing).  
If the individual or company has a DBA, please enter in the DBA field, if not, leave blank.

**Questions - Company Overview**

▼ On This Page

[External Contact Information \(8\)](#)  
[Reason for Inviting the Supplier \(1\)](#)

▼ External Contact Information

Supplier Name \* ⓘ

Doing Business As (DBA) ⓘ

First Name \* ⓘ

Last Name \* ⓘ

Email Address \* ⓘ

Phone \* ⓘ

5. Enter the supplier information (**required information is marked with a star**):

- DBA if applicable
- First Name of the supplier contact person
- Last Name of the supplier contact person
- E-mail address
- Phone number

6. You will need to answer if the supplier is a current BGSU employee and if they have been a BGSU employee in the last 12 months.

**\*(Note: Based on the answers to this question, the system may prompt you to call the Purchasing Department.)**

Is the supplier a current BGSU employee? \*

Yes  No

➔ Please STOP and call BGSU Purchasing at 419-372-8411 or email at [purchasing@bgsu.edu](mailto:purchasing@bgsu.edu) for further instructions.

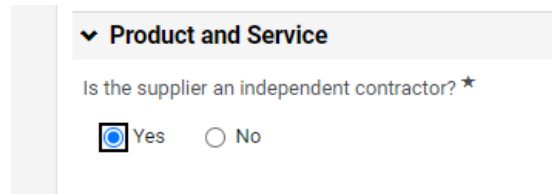
7. Select a reason for inviting the supplier to be onboarded.

▼ Reason for Inviting the Supplier

Reason for inviting the supplier? \*

▼ Product Only  
 Service Only  
**Product and Service**  
 Award  
 Emergency Fund  
 Other: Memberships, Sponsorships, Dues, Events, etc.

8. Answer if the supplier is an Independent Contractor or not.



Product and Service

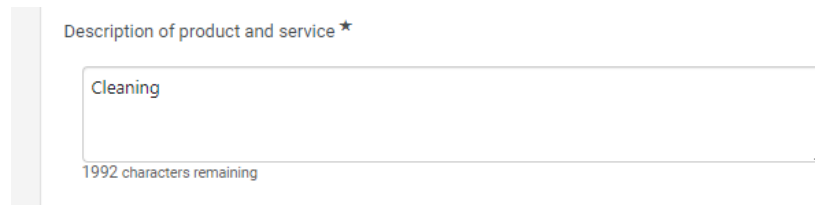
Is the supplier an independent contractor? \*

Yes  No

If “yes” is selected, please refer to the provided link to the ICA instructions and template.

<https://www.bgsu.edu/purchasing/vendor-data-forms.html>

9. Add a description of what product and/or service the supplier will be providing.

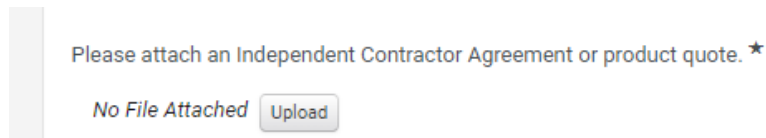


Description of product and service \*

Cleaning

1992 characters remaining

Based on your answers above, required documentation will be necessary. To upload the appropriate document follow the basic instructions and screenshots below. **\*(Independent Contractor Agreements must be completed and signed by ALL parties before uploading)**

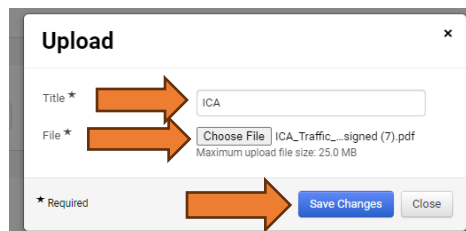


Please attach an Independent Contractor Agreement or product quote. \*

No File Attached

10. Enter the name of the ICA document and upload the document by selecting **Choose File**.

11. Click **Save Changes** when done.



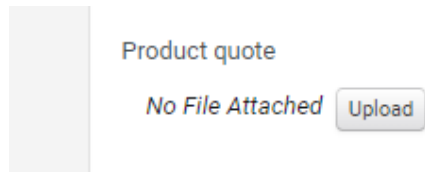
Upload

Title \* ICA

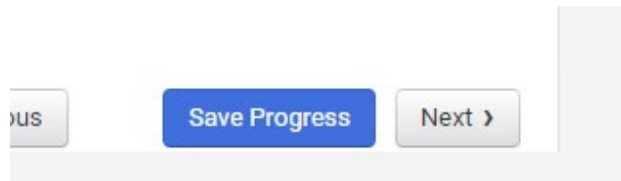
File \* Choose File ICA\_Traffic...signed (7).pdf  
Maximum upload file size: 25.0 MB

\* Required

If the supplier is **NOT** an Independent Contractor and is providing a product or product/service, then a quote will need to be uploaded. **(follow same steps as uploading an ICA)**

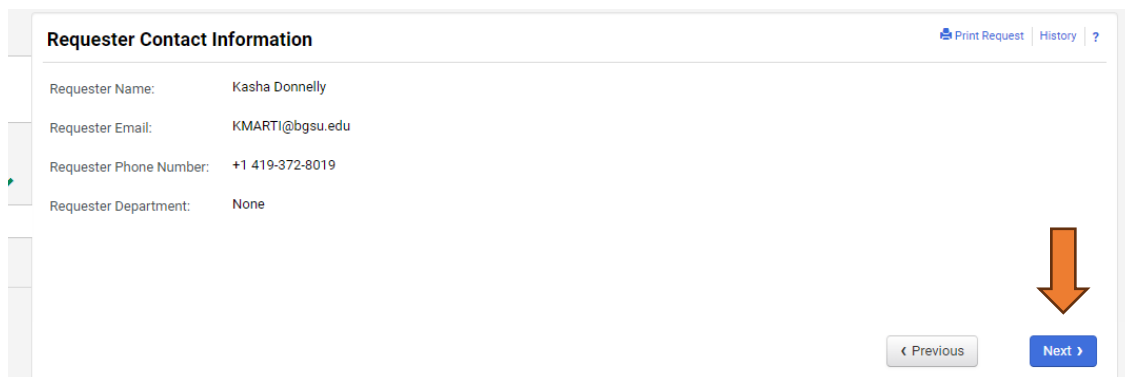


12. Once all the information has been entered, click **Save Progress** and click **Next**.



The following page is the requestor contact information which is automatically completed.

13. Click **Next**.



A screenshot of a web form titled "Requester Contact Information". The form contains the following fields:

Requester Name:	Kasha Donnelly
Requester Email:	KMARTI@ibgsu.edu
Requester Phone Number:	+1 419-372-8019
Requester Department:	None

At the bottom right of the form, there are two buttons: "Previous" and "Next >". An orange arrow points down to the "Next >" button. In the top right corner, there are links for "Print Request", "History", and a question mark.

The **Review and Complete** page should show that all fields have been completed.

14. Click the certification box to verify that all information entered is correct to the best of your knowledge. Click **Complete Request**.

**Review and Complete** Print Request | History | ?

✓ Required fields complete

Section	Progress
<a href="#">Instructions</a>	✓ No Required fields
<a href="#">Questions</a>	✓ Required fields complete
<a href="#">Requester Contact Information</a>	✓ No Required fields

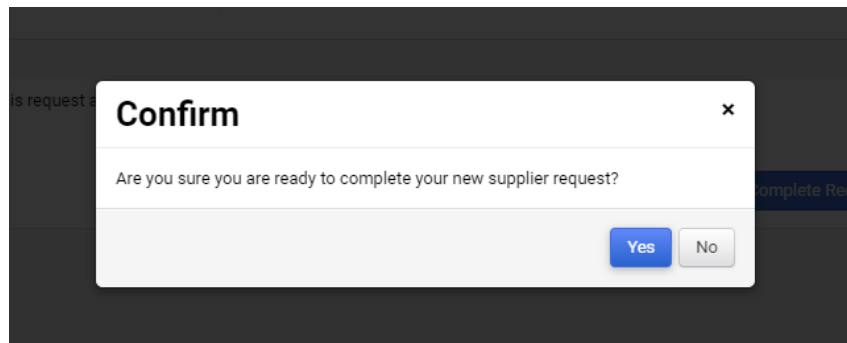
**Certification**

I certify that the statements and information in this request are true and correct to the best of my knowledge and belief.

★ Required

[← Previous](#) [Complete Request](#)

15. Click **Yes** on the next pop-up box.



You will be taken back to your **My Supplier Requests** page, where you will see that the invitation that you had just sent is currently **Under Review** where it is waiting for approval from Purchasing.

Requested Supplier <sup>△</sup>	Template <sup>△</sup>	Request Status <sup>△</sup>	Workflow Step <sup>△</sup>	Workflow Assignee	Status Last Updated <sup>▽</sup>	Created <sup>△</sup>	Supplier Profile	Registration Status	
<a href="#">Zoot and Toot</a>	General Supplier Request	Under Review	Supplier Request Approval	-	9/16/2024 1:41 PM	9/16/2024 12:40 PM			<a href="#">Actions</a> <sup>▽</sup>

Please refer to the **“Status of Supplier Requests”** instructions to check on the status of your supplier requests.