

Request Supplier

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

Supplier request form General Supplier Request

Supplier name *

←

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

Zoot and Toot **Instructions** [Print Request](#) | [History](#) | [?](#)

Template **General Supplier Request**

Request Status **Incomplete**

Instructions

Questions ✓

Requester Contact Inform...

Review and Complete

Supplier Request Workflow

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 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.

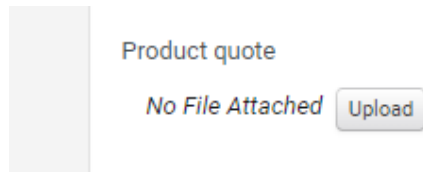
Upload

Title * ICA

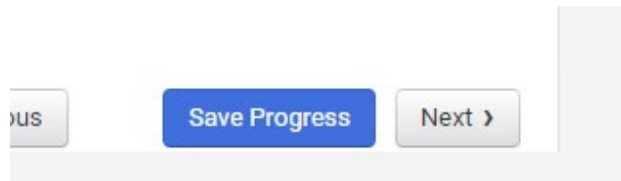
File * Choose File ICA_Traffic...signed (7).pdf
Maximum upload file size: 25.0 MB

* 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)**

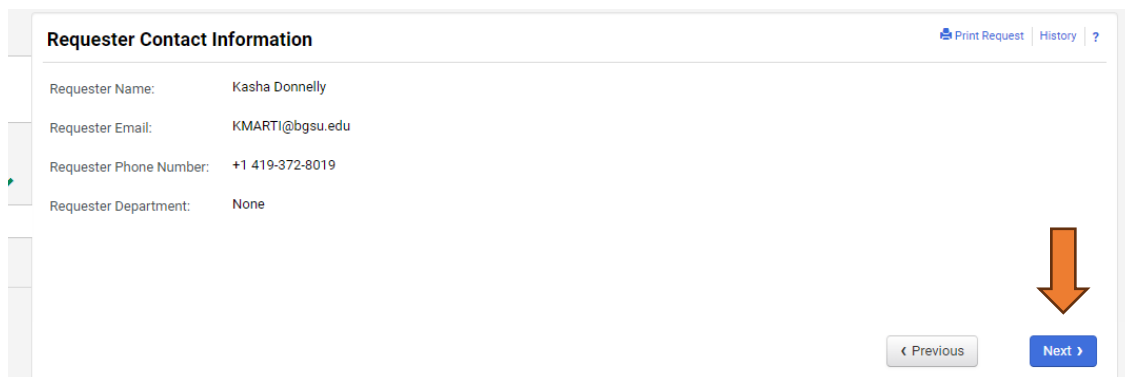


12. Once all the information has been entered, click **Save Progress** and click **Next**.



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

13. Click **Next**.

A screenshot of a 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', and 'Requester Department: None'. In the top right corner, there are links for 'Print Request', 'History', and a question mark. At the bottom right, there is a grey '< Previous' button, a blue 'Next >' button, and a large orange arrow pointing downwards towards the 'Next >' button.

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
Instructions	✓ No Required fields
Questions	✓ Required fields complete
Requester Contact Information	✓ No Required fields

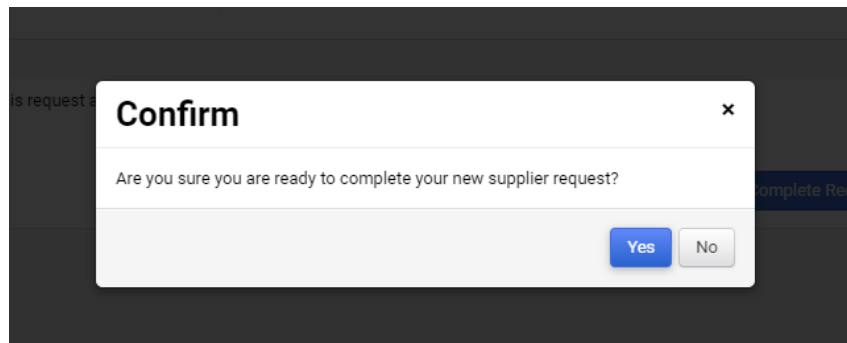
Certification

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 [△]	Template [△]	Request Status [△]	Workflow Step [△]	Workflow Assignee	Status Last Updated [▽]	Created [△]	Supplier Profile	Registration Status	
Zoot and Toot	General Supplier Request	Under Review	Supplier Request Approval	-	9/16/2024 1:41 PM	9/16/2024 12:40 PM			Actions [▽]

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

The supplier will receive an e-mail from purchasing@bgsu.edu stating that they have been invited to register.

Individual Invitation for Bowling Green State University

Dear Opera,

Bowling Green State University has invited you to register as a potential supplier.

Becoming a Bowling Green State University network supplier is free, easy and it only takes a few minutes to join. By selecting the "Register Now" button below, you will be routed to a secure website to complete the registration process. Upon successful completion of your registration, you will have access to your secure portal where you can add additional details about yourself.

[Register Now](#)

Thank You,

Bowling Green State University

If you have any technical questions, please contact Renae Jackson Procure to Pay Analyst at rmjacks@bgsu.edu or +1 419-372-8411 for assistance and identify yourself as registering in the Bowling Green State University Supplier Network.