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**

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

Questions - Company Overview

On This Page
- External Contact Information (8)
- Reason for Inviting the Supplier (1)

External Contact Information

Supplier Name * ❷

Zoot and Toot

Doing Business As (DBA) ❷

First Name * ❷

Chloe

Last Name * ❷

Zoot

Email Address * ❷

jvantr+ZootandToot@bgsu.edu

Phone * ❷

419-372-0000

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 and Service

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.

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.

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)**

10. Enter the name of the ICA document and upload the document by selecting **Choose File**.
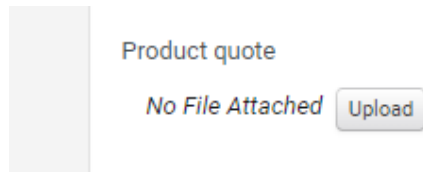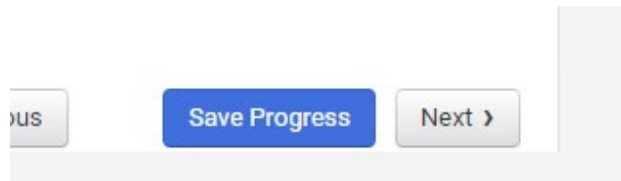
11. Click **Save Changes** when done.

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)**
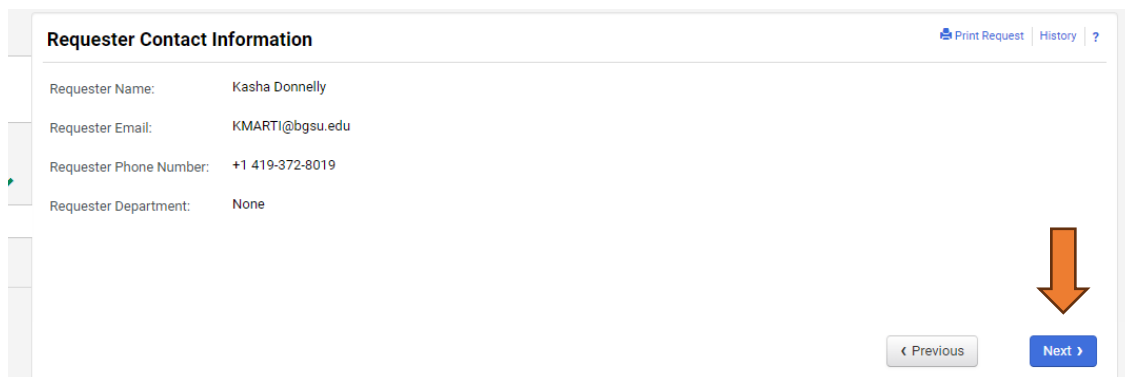
Product quote

No File Attached   Upload

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

us   Save Progress   Next ›

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

13. Click **Next.**

Requester Contact Information   Print Request | History | ?

Requester Name: Kasha Donnelly

Requester Email: KMARTI@bgsu.edu

Requester Phone Number: +1 419-372-8019

Requester Department: None

‹ Previous   Next ›

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.**

> 15. Click **Yes** on the next pop-up box.
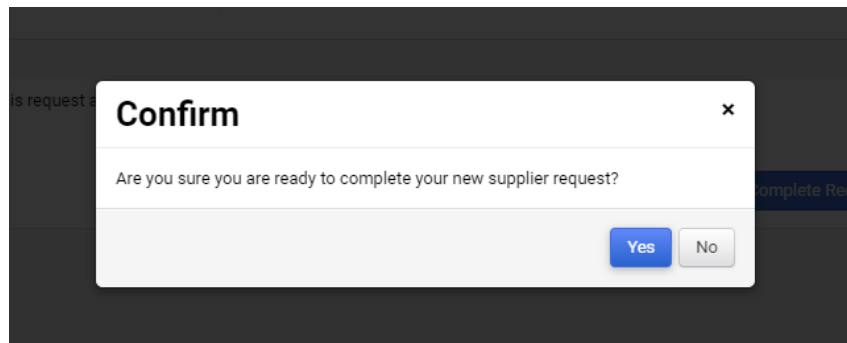
You will be taken back to your **My Supplier Requests** page, where you will see that the invitation that you had just sent is currently **Under Review** where it is waiting for approval from Purchasing.

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.