

UNIVERSITY OF DELAWARE **EXCHANGE**

Second Party Contract Supplier Request

Updated 2/12/2024

About the Second-Party Contract Supplier Request form

- Only Contract Managers have access to the Second-Party Contract Supplier Request form on the UDX home page.



Terms & Definitions

SECOND-PARTY CONTRACT SUPPLIER is the term used to indicate a Supplier for Contracts+ (C+) use only and is to solely be used for Contracts.

- This supplier will not be available for shopping
- If the Supplier needs to be used for purchases, the supplier will need to be set up separately



Completing the Second-Party Contract Supplier Request Form



Shop • Shopping Home Page

be uploaded in standard PDF format. This allows for viewing without an external program (e.g., MS Word). The print function in both Windows and Mac OS facilitates saving a document as a PDF file.

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

All supplier banking information must be verified before a payment can be released. This fraud risk mitigation effort ensures that payments are disbursed to a valid account owned by the supplier. **No further action** is required by the departmental end user. The internal Procurement process involves **independent verification** of the information, the success of which is at our discretion. **UD departments should not reach out to their supplier contact** in an attempt to provide assistance, as it interferes with Procurement's verification process. If bank account information is unable to be successfully verified within 14 days, the payment method may be converted to a physical check to avoid further disbursement delays.

My Requisitions (last 90 days) ...

Catalog & Forms Showcase

Procurement Forms



Non-PO Payment Request



Honorary Payment Request



Subaward Request



NIIMBL Subaward Request



NSB Customer Setup



NEW Waiver of Bid Request



2nd Party Supplier Request

Office/Misc Supplies

Office Supplies

amazonbusiness

Misc. Supplies

This tile will not be visible to anyone who does not have the Contract Manager Role!

On your **Shopping Home Page**, find and select the **2nd Party Supplier Request** tile in the **Procurement Forms** section of the **Catalog & Forms Showcase**.

Second-Party Contract Su...

Instructions

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

Form Number **11329046**
Purpose **Generic Request**
Status **Incomplete**

Contract Managers may submit this form to request the creation of a **non-procurement** second-party supplier record for use in the Contracts+ module. Please complete the fields as indicated; when fully approved the supplier will be available for use in creating a contract. Please be aware that the created supplier will **not** be available for procurement transactions (*requisitions/purchase orders/vouchers*). Second-party supplier records for procurement-related contracts and transactions require creation using the standard supplier onboarding process.

Instructions

Questions ⚠️

Review and Submit

Discussion

Form Approvals

The Instructions page lists the uses of this Request form, as well as provides links to any associated job aids.

Next >

Click **Next**.

Shop > Shopping > View Forms

< Back to Shopping Home

Second-Party Contract Su...

Form Number **11329046**
Purpose **Generic Request**
Status **Incomplete**

Instructions

Questions ⚠

Review and Submit

Discussion

Form Approvals

Questions - Second-Party Contract Supplier Onboarding

▼ Supplier Information

Full legal name of second-party entity, as it will appear on the contract: * 🔍

Please provide any additional information or comments: (Please expand width of both boxes if possible) 🔍

2000 characters remaining

< Previous

Save Progress

Next >

In Full legal name of second-party entity, as it will appear on the contract:, put the full legal name of the Second-party supplier that you need added.

Please add a Please provide any additional information or comments: (Please expand width of both boxes if possible) explaining why the user needs expanded access.



Second-Party Contract Su...

Form Number **11329046**
Purpose **Generic Request**
Status **Incomplete**

Instructions

Questions ✓

Review and Submit

Discussion

Form Approvals

Questions - Second-Party Contract Supplier Onboarding

Request Actions ▾ | History | ?

- ★ Response Is Required
- 🔍 Question Text Is Searchable

▼ Supplier Information

Full legal name of second-party entity, as it will appear on the contract: * 🔍

Rebel Dog Coffee

Please provide any additional information or comments: (Please expand width of both boxes if possible) 🔍

New second-party supplier needed for Contracts+

1953 characters remaining

Click Next.

◀ Previous

Save Progress

Next ▶



Finalizing the Second-Party Contract Request Form



Shop > Shopping > View Forms

< Back to Shopping Home

Second-Party Contract Su...

Review and Submit

Request Actions | History | ?

Form Number **11329046**
Purpose **Generic Request**
Status **Incomplete**

✓ Required Fields Complete

Instructions
Questions ✓

Section	Progress
Questions	✓ Required Fields Complete

Review and Submit

Discussion
Form Approvals

In the **Review and Submit** section, click **Submit**.

< Previous Add to Favorites **Submit**

Shop ▸ Shopping ▸ View Forms

◀ Back to Shopping Home

Second-Party Contract Su...

Form Number **11329046**
Purpose **Generic Request**
Status **Incomplete**

Instructions

Questions ✓

Review and Submit

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Review and Submit

Request Actions ▾ | History ?

✓ Required Fields Complete

Section **Click **Yes** to confirm that you want to submit the form.**

Questions ✓ Required Fields Complete

Confirm



Are you sure you want to submit this form?



Yes

No

◀ Previous

Add to Favorites

Submit



Back to Results

9 of 996 Results

Second-Party Contract Su...

Form Number 11329046
Purpose Generic Request
Status Under Review

- Instructions
- Questions ✓
- Review and Submit
- Discussion

Form Approvals

Form Approvals

Request Actions History ?

Show skipped steps

Orientation Horizontal



Once the form has been marked approved, the changes will have been made.

Click on **Form Approvals** to view the approval status of the form.



Search Procurement Requests

Orders Quick search

- Search
- My Orders
- Approvals
- Procurement Requests
- Vouchers
- Receipts

Form Status

- Approved 833
- Returned 136
- Rejected 24
- Under Review 3

Show More

Form Purpose

- Generic Request 996

Form Type

- Department Purchasing Specialist 924
- New Supplier Request Form 72

224	Generic Request	Under Review	2/8/2024 10:02:15 AM	Procurement Support	Taype Nunura, Caitlin	Department Purchasing Specialist	Jennifer Simms	2/8/2024 10:24:15 AM	
287	Generic Request	Returned	2/7/2024 8:11:16 PM			Department Purchasing Specialist	Kathleen Sanford		
422	Generic Request	Returned	2/7/2024 3:56:22 PM			Department Purchasing Specialist	Tracy McMullen		
71	Generic Request	Returned	2/7/2024 3:51:18 PM			Department Purchasing Specialist	Tracy McMullen		
894	Generic Request	Approved	2/7/2024 2:54:40 PM			Department Purchasing Specialist	Joann Zaloga	2/7/2024 2:57:40 PM	2/7/2024 3:04:11 PM
<input type="checkbox"/>	Second-Party Contract Supplier Request	11329046	Generic Request	Under Review	2/7/2024 2:41:09 PM	Supplier Request Approval	New Supplier Request Form Caitlin Taype Nunura	2/9/2024 2:43:57 PM	
<input type="checkbox"/>	UDX Access Request	11296222	Generic Request	Returned	2/5/2024 3:56:56 PM		Department Purchasing Debbie Rhodunda		
<input type="checkbox"/>	UDX Access Request	11253774	Generic Request	Approved	2/1/2024 10:26:50 AM		Department Purchasing Specialist Lori Hill	2/1/2024 11:13:34 AM	2/1/2024 12:07:40 PM
<input type="checkbox"/>	UDX Access Request	11225068	Generic	Approved	1/30/2024		Department Amanda	1/30/2024	1/30/2024

To see your previous requests, including drafts, navigate to **Orders>Search>Procurement Requests** then click on the linked form name.



Questions:

- procurement@udel.edu

Resources:

- [Procurement Services Website](#)

