# WIVERSITY OF 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

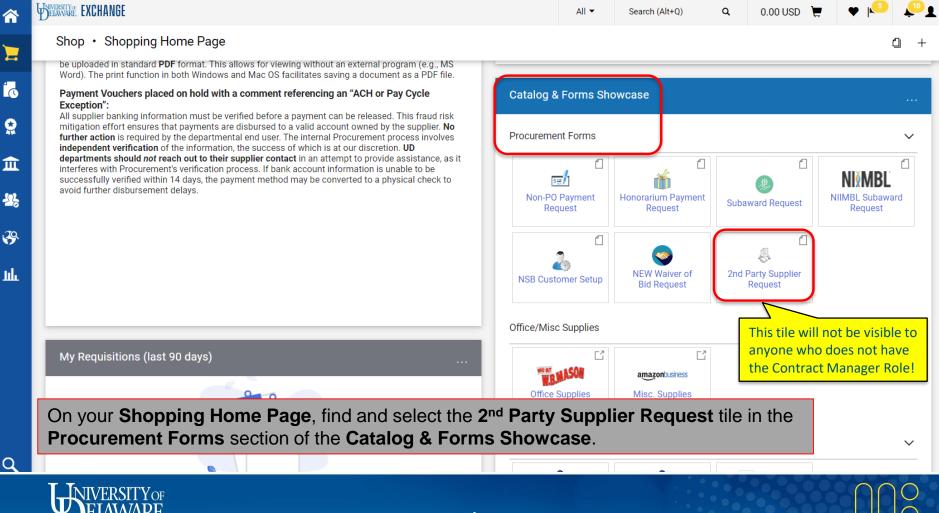




# Completing the Second-Party Contract Supplier Request Form



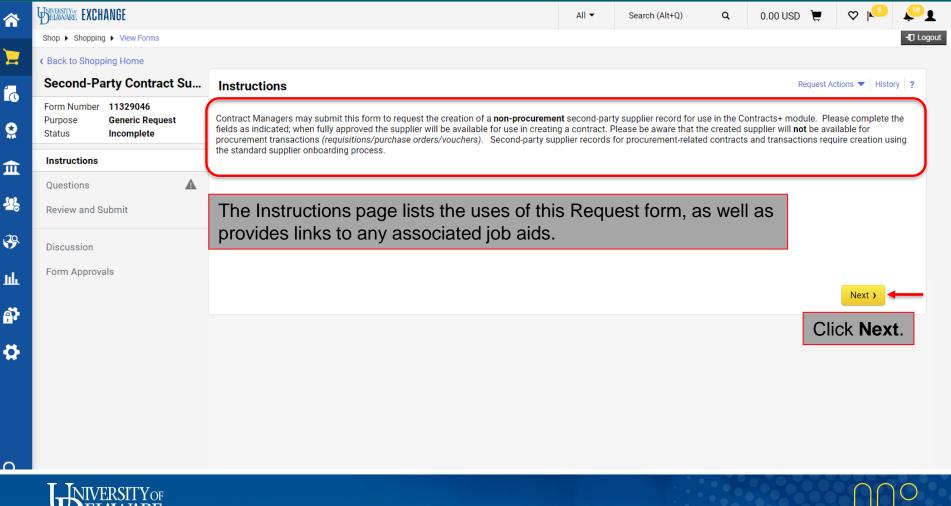






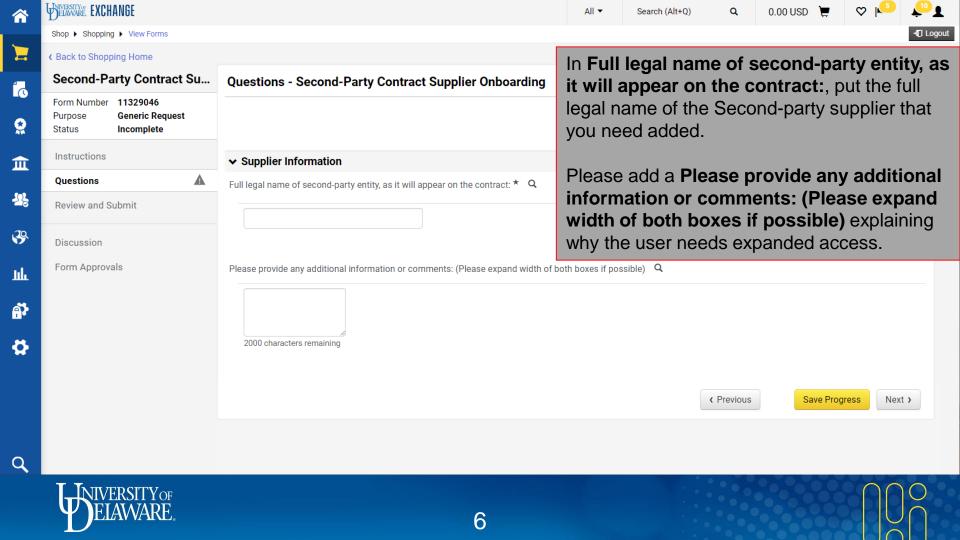
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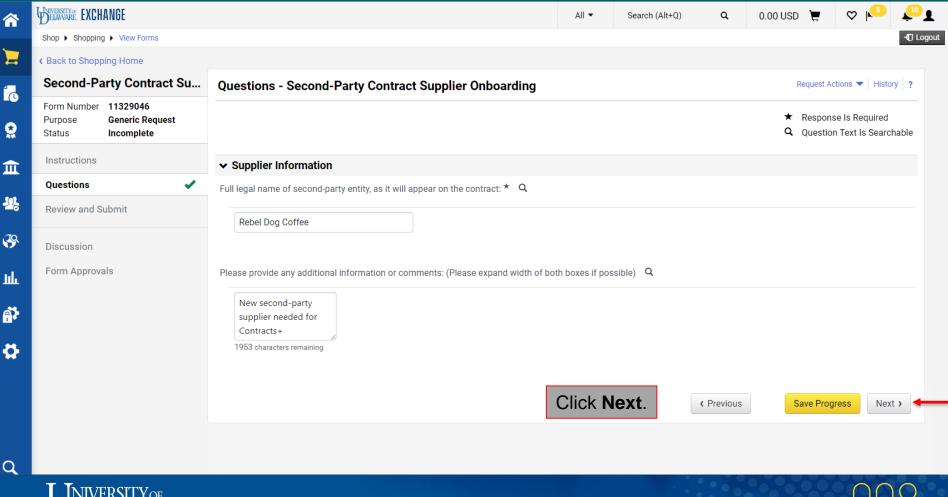
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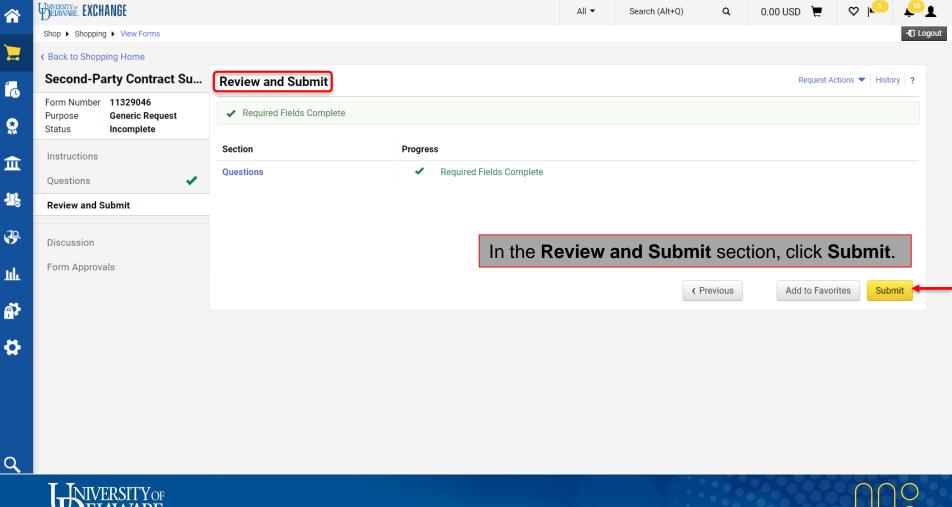




### Finalizing the Second-Party Contract Request Form

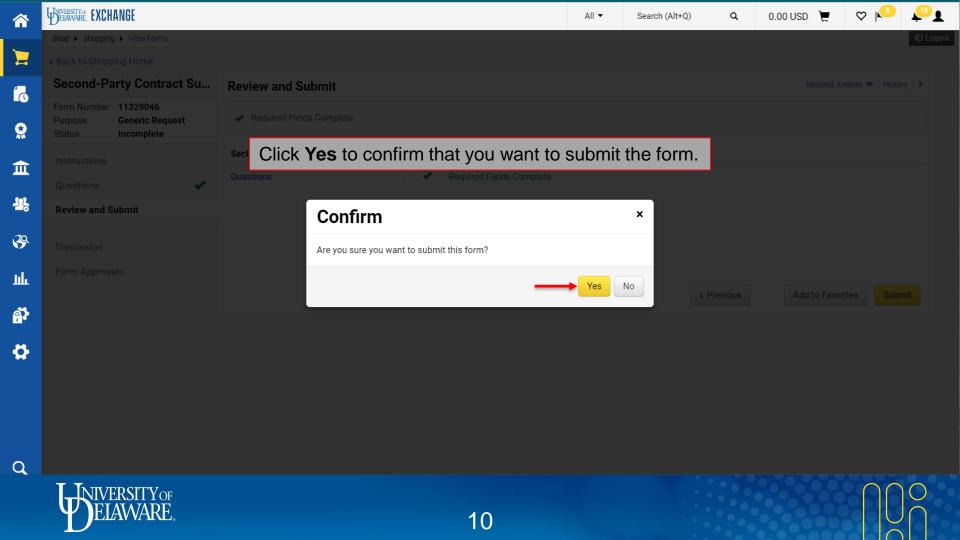


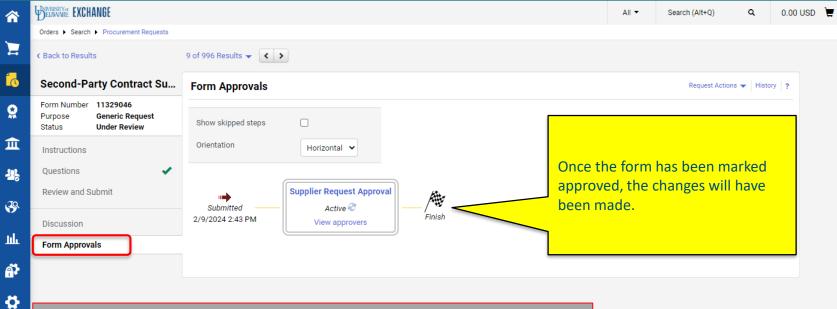








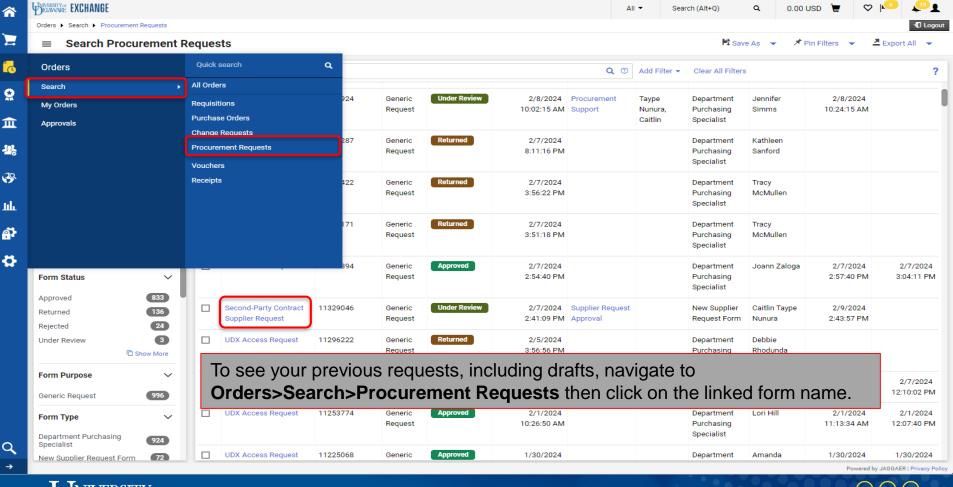




Click on **Form Approvals** to view the approval status of the form.



- Logout







#### **Questions:**

• <u>procurement@udel.edu</u>

#### **Resources:**

• <u>Procurement Services Website</u>



