Request Supplier Edits

Ideally, suppliers maintain and update information via their supplier portal. If a supplier is unable to edit their information, use the Supplier Edit Request Form to request changes on their behalf. These edits may include: change of address, updated contact information, or updated business information.

If you need to establish a new supplier or activate a supplier record, use the appropriate BUY.IU supplier request form. The Supplier resource page provides details about how to request or activate suppliers.

Locate the supplier number prior to initiating this form. The supplier number is required to submit edits. Review the Search for a Supplier documentation for guidance on locating supplier information.

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Submit the Request
Access the request form in BUY.IU by navigating to the Requests section of the Supplier module. Click Request New Supplier and a dialog box opens.

Select Supplier Edit Request Form from the drop-down menu and enter the supplier’s name in the Supplier name field. Click Submit to access the form.
Review the Instructions and click **Next**.

Enter the supplier number in the **Supplier Number** field. The supplier number begins with a lowercase “p”.

![Questions - Supplier Edit Information](image)

Next, enter the email address or fax number in the **PO Distribution Method** field. This is the email or fax number orders should be sent to when using the address.

If the supplier is receiving payment via check request, enter “Manual/No Print” in this field.

![Questions - Supplier Edit Information](image)
In the **text box** provided, enter the edits needed to the supplier record.

Next, upload supporting documentation to substantiate the change you have requested. Supporting documentation must be uploaded when the following changes are requested:

- Permanent address
- Payment address
- Business name

The Supplier Workgroup may request supporting documentation in additional situations. Your request will be returned with a note stating that additional information is needed.
Click **Upload** and a dialog box opens.

Enter a name for the supporting document in the **Title** field, then click **Choose File** to upload the attachment. Click **Save Changes** to attach the documentation to your request form.

**NEVER upload documents containing critical data to BUY.IU.** This may include but is not limited to:

- Tax forms, such as a W-9 or W-8
- Passport or visa information
- FERPA information
- HIPAA information
- Drivers licenses

**BUY.IU cannot securely store critical data.** If your substantiation documentation contains critical data, properly redact the information prior to upload using the guidelines outlined in the Knowledge Base.
Click **Save Progress** to save your work or **Next** to proceed to the form submission screen.

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Check the box next to the statement of attestation and click **Complete Request** to submit your edits.
BUY.IU prompts you to confirm your choice. Click Yes to submit the form.

The request form routes to the Supplier Workgroup in Purchasing for review and approval.

**Return Notification**

The Supplier Workgroup will return your request to you if additional information is needed to complete the changes requested. You will receive an email notification that the form was returned to you.

**Click the link in the email message** to access the request form, make the changes requested, and resubmit the form.

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**RE: New Form Request Returned for Frodo Baggins**

Dear Sarah Chavaz,

Your request was returned by: Chavez, Sarah

The reason for the return was: This change requires substantiation documentation. Please resubmit the form with appropriate documentation attached.

To modify this request, click the link below:

[Click here to view the request in your organization’s site](#)

If you have any questions with regards to this request, please contact the assignee who returned the request or your SelectSite Support Team.

Thank You,

IndianaUIT

Support Team Contact Information:

+1 812-855-3720
Rejection Notification
You will receive a rejection notice when action has been taken on your request. Click the link for more information to access the rejected form.

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RE: Form Request Workflow for Frodo Baggins has been Rejected

Dear Sarah Chavez,

Your request for Frodo Baggins has been rejected.

Click here to view the request in your organization's site

Thank You,
IndianaUTUJT
Support Team Contact Information:
+1 812-855-3720
purhelp@iu.edu

On the request form, click History, located in the upper right-hand corner, to see what changes were made by the Supplier Workgroup.
In this example, the Supplier Workgroup made the changes we requested but we received a rejection notification.

A rejection notification does not mean no action was taken on your request. Be sure to review the History of the request form to learn what action was taken by the Supplier Workgroup.

Check Request Form Status

Check the status of your request at any time by navigating to My Supplier Requests, available in the Requests section of the Supplier module.
Search for requests with a status of **Under Review** to see those pending action from the Supplier Workgroup. Search for requests with a status of **Rejected** or **Returned** to see those that have been acted upon.

### My Supplier Requests

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<tr>
<th>Requested Supplier</th>
<th>Template</th>
<th>Request Status</th>
<th>Workflow Step</th>
<th>Workflow Assignee</th>
<th>Status Last Updated</th>
<th>Created</th>
<th>Supplier Profile</th>
<th>Registration Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frodo Baggins</td>
<td>Supplier Edit Request Form</td>
<td>Rejected</td>
<td></td>
<td></td>
<td>10/1/2019 1:48 PM</td>
<td>10/1/2019 1:11 PM</td>
<td></td>
<td>Actions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reimbursement Supplier</td>
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