**New Ariba Purchase Order (PO) Supplier Request Form Quick Reference Guide**

**Last Updated**: 08/18/2020

This QRG provides the basic steps to prepare and submit a new supplier request. This document is a power form and is submitted using DocuSign.

**Jump Links**: [Access Form](#_Access_Form), [Complete Form](#_Complete_Form), [Attachments](#_Attachments), [Submission](#_Submission), [Approvals](#_Approvals)

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| Access Form |
| Launch the form. | [New PO Supplier Request Form](https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=7a36985f-24f5-48d4-b554-ed69b835410f) |
| Enter **Your Name** and **Email**.NOTE: Include the name of the supplier following your name. This helps reference the form with the supplier when searching DocuSign.Click **Begin Signing**. |  |
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| Click **Continue** to begin preparing the form. |  |
| Complete Form |
| Enter the **Reason for requesting new supplier**.Mark the radio button to indicate if the request is being initiated by the **Customer** or as a **Result of bid/contract process**. |  |
| Enter **Requester Information** which includes:* **Contact name**
* **Department name**
* **Contact phone#**
* **Contact email**
 |  |
| Enter **Supplier Information**, including:* **Supplier Contact name**
* **Supplier Contact Phone**
* **Supplier Contact Email**
* **Supplier Name**
* **Supplier Address**
* **Supplier Phone**
* **Supplier Email**
* **Supplier Fax**
* **Supplier Website**
 |  |
| Complete the **Supplier/Commodity Information**:* **Total Price**
* **Description**
* **Is this a one-time buy?**
	+ If no, **Number of Annual Purchases** and **Total Annual spend**.
* **Have you used this supplier prior to the request?**
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| Current **Supplier Information** should be completed.The intent of this section is to demonstrate existing Purdue suppliers have been reviewed for the product/service needed. This indicates due diligence in reviewing existing suppliers before asking for a new one.  |  |
| Attachments |
| Quotes and communications providing pricing details should be attached to the form, if applicable.Click the **paperclip icon**. |  |
| Click **Upload A File**. |  |
| Click to select desired file.Click **Open**. |  |
| Attached file name is displayed. Once all attachments are uploaded, click **Done**. |  |

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| Submission |
| This page will be completed by Procurement Services. |  |
| Click **Finish** to submit completed form. |  |
| Approvals |
| **Purchasing Agent** | A purchasing agent will review the request and approve or reject. If approved, the request will move on to the helpdesk.If rejected, the requester will be notified. A rejection could occur because the supplier is already in Ariba, an alternate supplier is available, or the use of the PCard or ZV60 is more appropriate. |
| **Procurement Services Help Desk** | The helpdesk will review the request and send a packet to the supplier.Once the supplier has provided the necessary information and they are setup in Ariba, the helpdesk will notify the submitter that the supplier is ready for use.Delays in the supplier returning the new vendor packet will result in delays in the setup process. |