

## **New Supplier Application Guideline**

The process for requesting a new supplier in HuskyBuy has been reduced to include (4) documents to be completed and signed by a new supplier. The New Supplier Request form in HuskyBuy will no longer be used. It is strongly recommended to first contact the correct commodity buyer to ensure a supplier is not already in place for the item/service you want to order.

### **Commodity Buyers to contact with questions:**

Bonnie Lasky x2217 – Chemicals, Lab Supplies, Research

Lynn Brown x 3927 – Clinical/Dental

John Russell x7395 – IT/Telecomm/Advertising/Printing

Margaret Gilbert x 1988 - Facilities

In order to request a new supplier, please follow the process below:

1. Contact the supplier you want to use and have them fill out the New Supplier Application and return it to you. There are two types of New Supplier Applications. Below are the two links
  - Individual -  
<http://procurement.uchc.edu/policies/NewSupplierApplicationForIndividuals.pdf>
  - Business -  
<http://procurement.uchc.edu/policies/NewSupplierApplicationForBusinesses.pdf>
2. Once you receive the completed application, enter a non-catalog requisition into Husky Buy using vendor “TBD” – To Be Determined.
3. Attach the completed supplier forms and “supplier quote” to the requisition under Internal Notes and Attachments.
4. Place order
5. Buyer will review the request and if approved, forward to the Vendor Team for entry in Husky Buy/Banner database.
6. Vendor Team will notify buyer when the new supplier has been successfully added to the data base. The Buyer will then change the supplier from TBD to the requested supplier and your order will be processed.