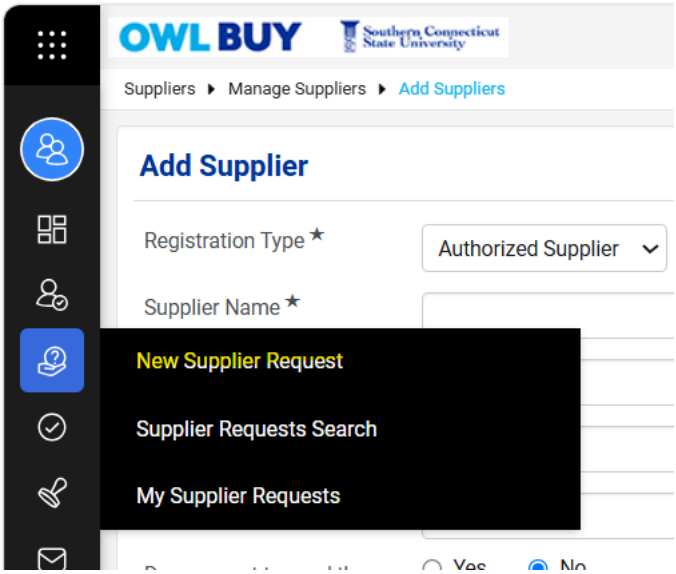
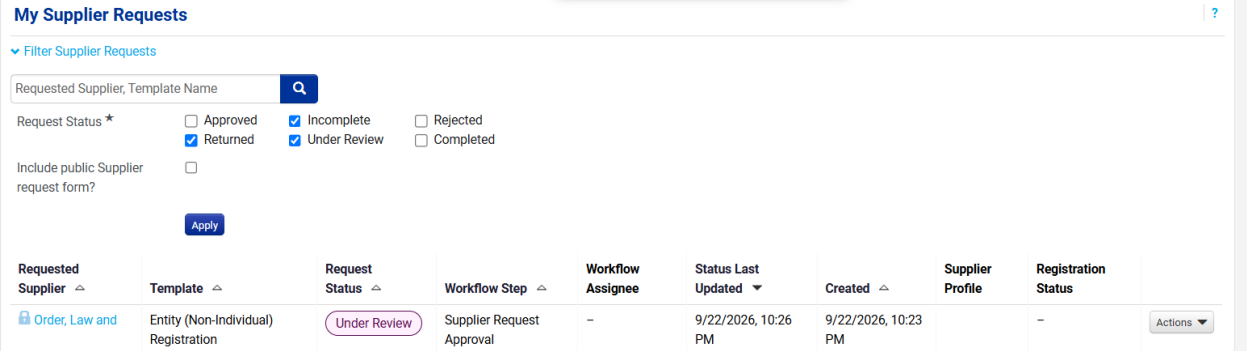
Requesting a New Supplier

If a supplier cannot be located in OWL Buy:

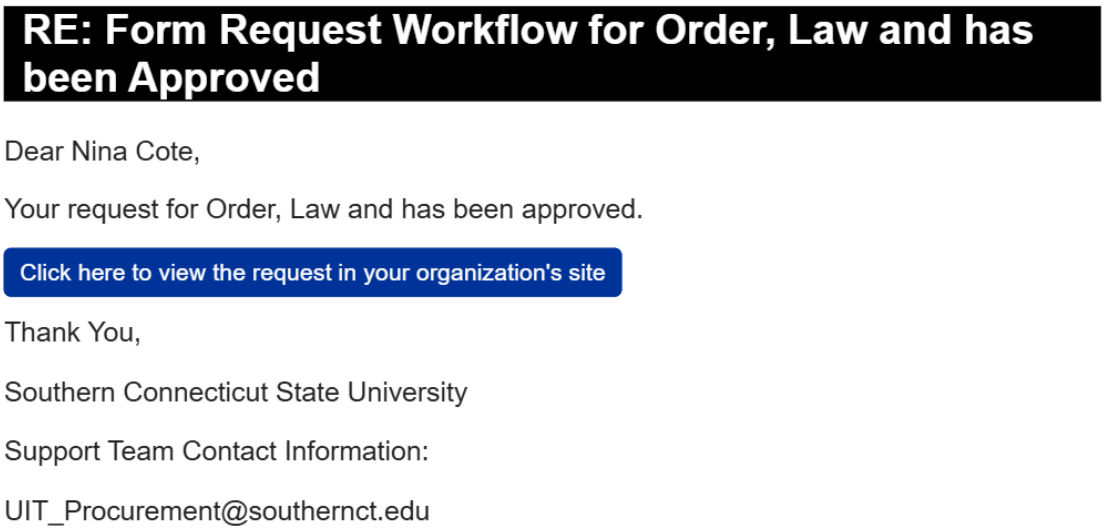
- Submit a New Supplier Request.
    - Supplier Request Form Options
        - **Entity (Non-Individual) Registration-** Used for companies, organizations, consultants, and other business entities.
        - **Individual Registration-** Used when the payee is an individual rather than a business. Examples include guest speakers, evaluators, honorarium recipients, and certain independent contractors.
            - Enter the supplier name using the format **Last Name, First Name**.

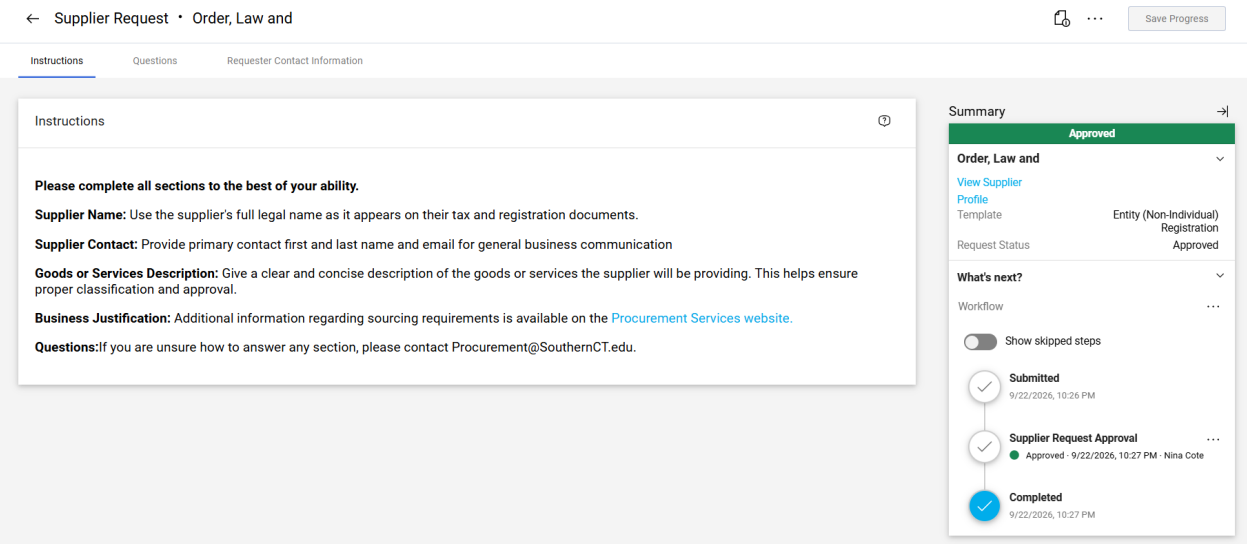


    - Certify that you have already searched for the supplier in the system and they do not exist.
    - Complete the required supplier information
    - Submit the request, and it will enter the Supplier Request Workflow, and it will be sent to the Procurement team for review.

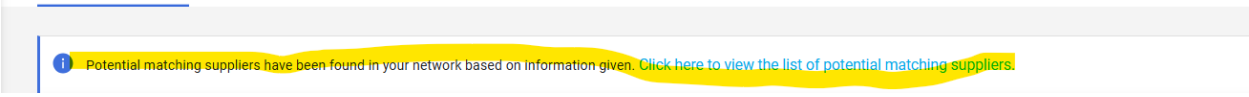


- Once the request is approved, you will receive an email notification:

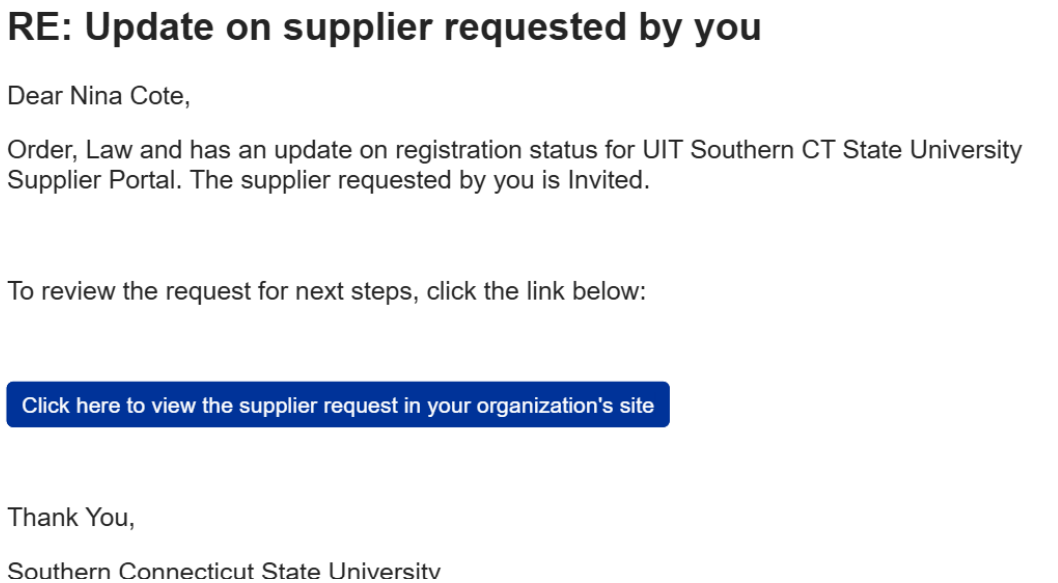




- If you were to attempt to add the vendor again you would receive a message that a potential match may exist.



Please note: After Procurement approves the supplier request, the supplier receives an invitation to complete registration in OWL Buy. The supplier is responsible for providing all required information and documentation. Delays in supplier response may delay supplier activation. You will be emailed once the invitation is sent to the supplier.



RE: Update on supplier requested by you

Dear Nina Cote,

Order, Law and has an update on registration status for UIT Southern CT State University Supplier Portal. The supplier requested by you is Invited.

To review the request for next steps, click the link below:

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

Thank You,

Southern Connecticut State University