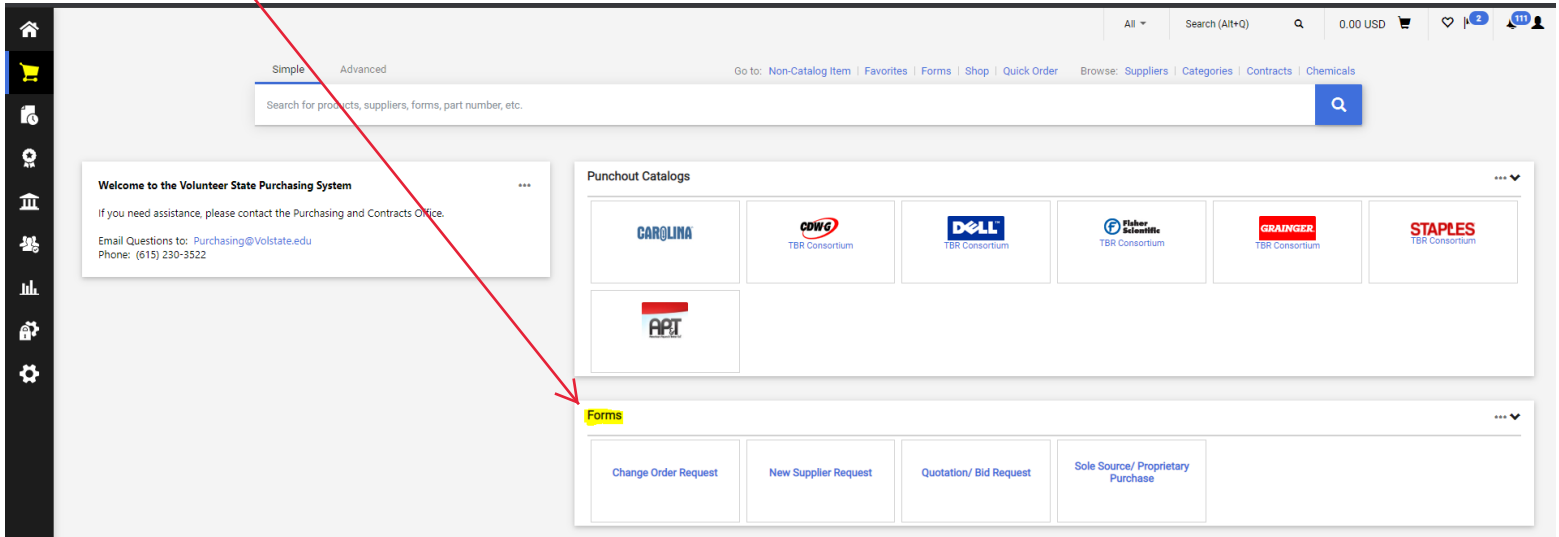


FORMS

Select the appropriate form. Note: all **bolded** fields must contain information.

If any required information is not included, The Final Review will produce an error and the Form cannot be submitted until corrected.

Supporting documents may be added to the form, if they contain pertinent information for the reason of the change order is needed. **You cannot mix forms and supplies in your cart, this will throw an error and you will not be able to submit your order.**



Change Order Request:

Complete when an active purchase order needs revision.

Once all information is entered; select Add and go to Cart and enter GO

The screenshot shows the 'Change Order Request' form. The form is titled 'Change Order Request' and includes sections for 'Change Order Policy/Procedure', 'Purchase Order Information', and 'Need Help?'. The 'Purchase Order Information' section contains fields for 'Enter Supplier', 'PO Number', 'Type of change', 'Amount to be added/deducted', 'Corrected FOAP', 'Send PO to Supplier', and a text area for 'Please describe the required change for this PO in detail'. The form also includes an 'Add Attachments' button and a 'Total' field showing 0.00. The 'Change Order Policy/Procedure' section includes a list of reasons for change orders and a 'Need Help?' section with contact information for Purchasing.

New Supplier Request:

Complete to request a new vendor be set up.

Once all information is entered; select Add and go to Cart and enter GO

W9 is required for a vendor to be assigned a V#; attach a completed W9. **Please ensure you include an purchase order email and a vendor contact information.**

New Supplier Request Available Actions: Add and go to Cart

Instructions to Request a Supplier Set Up ?
Please complete this form to request that a new supplier (vendor) be set up. The items in **bold** are required and must be filled in. A W-9 is required; if not attached to this form, it must be forwarded to Purchasing prior to a new vendor set up. Please contact Purchasing for any questions.

New Supplier Ordering Information ?

Supplier Name
Address
750 characters remaining [expand](#) | [clear](#)

Phone Number
Fax Number
Email Address

Supplier Contact Information ?

Contact Name
Title
Contact Phone Number
Contact Email Address
Contact Office Address
1000 characters remaining [expand](#) | [clear](#)

Additional Information ?

DUNS Number
Why are you requesting this supplier?
1000 characters remaining [expand](#) | [clear](#)

W-9 Attached?

Internal Attachments

Quotation/Bid Request:

Complete to notify Purchasing of the need to submit bids or obtain a quote for purchase of at least \$10,000 or more.

Once all information is entered; select Add and go to Cart and enter GO



Sole Source/Proprietary Purchase Justification Available Actions: Add and go to Cart **Go** Close

Sole Source or Proprietary Purchase Request ?

College policy requires competitive bidding for procurements over \$10,000 unless it qualifies as a Sole Source or Proprietary procurement.

Request an Item Requiring Sole Source Justification ?

1. If only one vendor can fulfill the requirement and want to request waiving normal bidding, a written explanation of sole source or proprietary product (bid waiver request) is required, the justification should include one of the following:

- A. Sole Source-The product is unique and possess specific characteristics that can be filled by only one vendor.
- B. Proprietary-The product is manufactured and marketed by a vendor with exclusive rights to manufacture and sell the product. **When it is found that franchises control wholesale or retail competitive sales, bid invitations must be issued for any purchase estimated to be \$10,000 or more.**

Enter Supplier

or
[Supplier Search](#) | [Enter Manually](#)

Product Information ?

Product Description
254 characters remaining [expand](#) | [clear](#)

Catalog No.

Quantity


Estimated Cost

W-9 form instructions [W-9 form for new vendors](#)

Sole Source:

Complete to notify Purchasing of a sole source purchase.

Once all information is entered; select Add and go to Cart and enter GO

Sole Source/Proprietary Purchase Justification Available Actions: Add and go to Cart 

Sole Source or Proprietary Purchase Request ?

College policy requires competitive bidding for procurements over \$10,000 unless it qualifies as a Sole Source or Proprietary procurement.

Request an Item Requiring Sole Source Justification ?

1. If only one vendor can fulfill the requirement and want to request waiving normal bidding, a written explanation of sole source or proprietary product (bid waiver request) is required, the justification should include one of the following:

A. Sole Source-The product is unique and possess specific characteristics that can be filled by only one vendor.

B. Proprietary-The product is manufactured and marketed by a vendor with exclusive rights to manufacture and sell the product. **When it is found that franchises control wholesale or retail competitive sales, bid invitations must be issued for any purchase estimated to be \$10,000 or more.**

Enter Supplier
or
[Supplier Search](#) | [Enter Manually](#)

Product Information ?

Product Description
254 characters remaining [expand](#) | [clear](#)

Catalog No.

Quantity

Estimated Cost

[W-9 form instructions](#) [W-9 form for new vendors](#) 