

## New Supplier Application Guideline

The process for requesting a new supplier in HuskyBuy has been reduced to include (3) documents to be completed and signed by a new supplier. 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:

Lynn Brown x 3927 – Clinical/Dental  
John Russell x7395 – Advertising/Printing, Chemicals, Lab Supplies, Research  
Margaret Roy x 1988 – Facilities  
Trish Berry x2217 – IT/Telecomm

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
  - a. Individual – [https://health.uconn.edu/procurement-operations-contracts/wp-content/uploads/sites/105/2022/04/New\\_Supplier\\_Application\\_Individuals.pdf](https://health.uconn.edu/procurement-operations-contracts/wp-content/uploads/sites/105/2022/04/New_Supplier_Application_Individuals.pdf)
  - b. Business – [https://health.uconn.edu/procurement-operations-contracts/wp-content/uploads/sites/105/2022/04/New\\_Supplier\\_Application\\_Businesses.pdf](https://health.uconn.edu/procurement-operations-contracts/wp-content/uploads/sites/105/2022/04/New_Supplier_Application_Businesses.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. Select Attachment Type “Purchasing Form”
5. Place order
6. Buyer will review the request and if approved, forward to the Vendor Team for entry in Husky Buy/Banner database.
7. Vendor Team will change the supplier on the requisition from TBD to the requested supplier and your order will be processed.

**If you have any questions about completing the new supplier paperwork, please contact Tim Misterka at 860-679-8976.**