

# CUBuyplus<sup>SM</sup>



## Request a Supplier

This guide will outline the procedures involved in requesting a supplier who is not already within CUBuyplus<sup>SM</sup>.

### Logging into CUBuyplus<sup>SM</sup>

1. Open your web browser.
2. In the address field, type: <https://creighton.unimarket.com/app/login> .
3. The login page will appear.
4. From the Username field, type your **NetID**.
5. From the Password field, type the **password** you created.
6. Press **Enter** or click **Login**.
7. The CUBuyplus<sup>SM</sup> home page will appear.

### Requesting Supplier

1. Hover over Marketplace in the menu bar and select **View Suppliers**.
2. The suppliers active within CUBuyplus<sup>SM</sup> will appear. If the supplier that you are seeking is not in the list, you can request that they be added.
3. From the Actions section in the upper right hand corner of the screen, click **Request Supplier**.
4. The Unimarket Directory of suppliers will appear. Suppliers that already appear in the Creighton list of suppliers will not have the Request Access link next to their name.

Unimarket Directory Actions: [+ Request New Supplier](#)

Name	Supplier Access	Public	Search
Bean	<a href="#">+ Request Access</a>		
Beeson Hardware	<a href="#">+ Request Access</a>		
Best Buy For Business Technology and support to keep you running at top speed.	<a href="#">+ Request Access</a>		
Beth's Cookies	<a href="#">+ Request Access</a>		
Bing	<a href="#">+ Request Access</a>		
Bio-Rad Laboratories			
Click Art Materials The Best Art Supplies ...at the best discounts!			

Supplier not in CUBuyplus<sup>SM</sup> (pointing to Beeson Hardware)

Supplier already in CUBuyplus<sup>SM</sup> (pointing to Bio-Rad Laboratories)



- To locate a supplier, page through the list of suppliers using the page numbers and/or arrows at the bottom of the screen. You can also type the **Supplier Name** in the Name field at the top of the screen and click **Search**.
- When the desired supplier has been located, click **Request Access** next to the Supplier's name.
- The Request Access screen will appear.

- Click the **Forward Request To drop down arrow** and select the **name** of the person who will review the request.
- From the Reason field, type the **justification** for the request.
- Click the **Send button**.
- The request will be sent to the designated individual for review.

### **Requesting Supplier not in Unimarket Directory**

If the supplier that you are seeking to add does not appear in the Unimarket Directory, you can still request that they be added.

- From the Unimarket Directory screen, click **Request New Supplier** in the upper right section of the screen.
- The Request New Supplier screen will appear.

- From the Supplier Name field, type the **name of the supplier**.



4. If you have contact information for the supplier, enter the following fields.
  - NOTE: These fields are optional.**
  - a. **Contact's First Name**
  - b. **Contact's Last Name**
  - c. **Contact Email**
  - d. **Contact Phone**
5. Click the **Forward Request To** drop down arrow and select the **name** of the person who will review the request.
6. From the Reason field, type the **justification** for the request.
7. Click the **Send button**.
8. The request will be sent to the designated individual for review.

### Tracking Supplier Requests

After requesting a supplier be added to CUBuyplus<sup>SM</sup>, there are two methods of notification. One method is an email notification and the second method is the ability to view requests within CUBuyplus<sup>SM</sup>. Refer to the steps below to track your supplier requests.

1. Hover over Marketplace in the menu bar and select **View Suppliers**.
2. From the Actions section in the upper right corner of the screen, click **View Requests**.
3. Supplier requests will be visible below or can be searched by using one of the following search fields and then clicking the **Search button**:
  - a. **Created Date From**
  - b. **Created Date To**
  - c. **Status**
  - d. **Type**
4. When the desired Supplier Request is visible, the status will be noted.

#### View Supplier Requests

Created Date From *	<input type="text" value="4/12/12"/>	Created Date To *	<input type="text" value="6/12/12"/>
Status	<input type="text" value="Pending"/>	Type	<input type="text"/>
<input type="button" value="Search"/>			

Supplier	Status	Type	Requested By	Processing User	Created On	Processed On
<a href="#">Target</a>	Pending	New	Shelly Whittaker	Joe Purchasing	6/12/2012	
<a href="#">Enterprise Rental Car</a>	Pending	Unimarket	Shelly Whittaker	Joe Purchasing	6/12/2012	

5. To delete the request, click on the **Supplier Name** from the list and select **Delete**.