INSTRUCTIONS FOR SUBMITTING AGREEMENTS TO PROCUREMENT SERVICES

1. Use this link to access OnBase. Link may be found on the Procurement Services webpage.

https://onbase.louisville.edu/onbase//UnityForm.aspx?d1=ARZM%2fO86dzisfY3mL7wqJoOvK9jkyh6JTwiJKdCKN%2fDbHGowW6AnxsniYUq%2f%2bVt2KHi5mddFbGTXXKVmAvKSz64qD7OC4QHyj50DShHgMoG6aLL64O7uNj4FyhVW1tr6ofe22s202r3J6jTvJ%2foe%2bCI%3d

2. Log in to OnBase with your User ID and password.

   ![OnBase Login](image)

   **AD.LOUISVILLE.EDU**
   **TLCUTL01**
   **Login**

3. The following information will auto-populate based on your log in:

   ![Auto-populated Information](image)

   **Request Number**: DA-190-20
   **Dean/VP Code**: 15
   **Request Date**: 01/07/2020 09:36:03 AM
   **Status**: NEW
4. Under “General Information” your department name and department ID will also auto-populate:

**General Information**

**Requester Department**
PROCUREMENT SERVICES

**Requester DeptID**
1542100001

5. You will need to provide this information:

**Are you submitting request for another department?**

Yes/No Option

**Commodity**

This is an alphabetical list of the categories in PeopleSoft. Click on the arrow and select. NOTE: If there is no category that matches (ex: Guest Speaker), you may type in a short description.

**ATTACH THE AGREEMENT:**

Recommended by information should be on the document prior to submission.

**Department Vendor Contract**

PUR-DA -Vendor Department Agreement

Attach PUR-DA -Vendor Department Agreement

 Include any additional information:

**Comments / Additional Information**
You are required to provide the Vendor Name and Email so that Procurement Services may work directly with the vendor:

<table>
<thead>
<tr>
<th>Vendor Name*</th>
<th>Vendor Email*</th>
</tr>
</thead>
</table>

If you would like another individual to have a copy of the form, complete this information in the “Request Copy” section:

Add name of dept head or anyone needing a copy of the form.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>Middle Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Your name and email address will auto-populate:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>TERRY</td>
<td>LYNN</td>
<td>CUTLER</td>
<td><a href="mailto:TCDUITIONAL@LOUISHVILLE.EDU">TCDUITIONAL@LOUISHVILLE.EDU</a></td>
</tr>
</tbody>
</table>

6. Click on the “Submit” button at the bottom of the form:

![Submit](image)

7. A note will pop up indicating that the form is being saved.

8. You, and anyone you requested a copy for, will receive an email like this:
WHAT HAPPENS NEXT?

9. Procurement Services will review the agreement and work with the vendor for any needed edits and signatures.

10. Once Procurement Services signs the agreement, you will receive an email like this:

Department Agreement Request # DA-187-20 has been marked complete.
*Attached is a copy for your records.*

Thank You,

Procurement Services