




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%2fDbHGowW6AnxsnYUq%2f%2bVt2KHi5mddFbGTXKVMavKSz64qD7OC4QHyj50DShHgMoG6aLL64O7uNj4FyhVW1tr6ofe22s202r3J6jTvJ%2foe%2bCI%3d>

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

OnBase[®] 17

	AD.LOUISVILLE.EDU
	TLCUTL01


Login

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

Request Number	Dean/VP Code	Request Date	Status
DA-190-20	15	01/07/2020 09:36:03 AM	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:

Vendor Information	
Vendor Name *	Vendor Email *
<input type="text"/>	<input type="text"/>

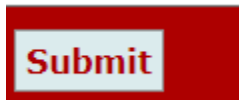
If you would like another individual to have a copy of the form, complete this information in the "Request Copy" section:

Request Copy		
<i>Add name of dept head or anyone needing a copy of the form.</i>		
Last Name	Middle Name	First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address		
<input type="text"/>		

Your name and email address will auto-populate:

Requester Information			
Submitted By			
First Name	Middle Name	Last Name	Email Address
TERRY	LYNN	CUTLER	TLCUTL01@LOUISVILLE.EDU

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



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:

Request # DA-192-20 has been forwarded to Purchasing for review.
Attached is a copy for your records.

Thank You,
Procurement Services

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