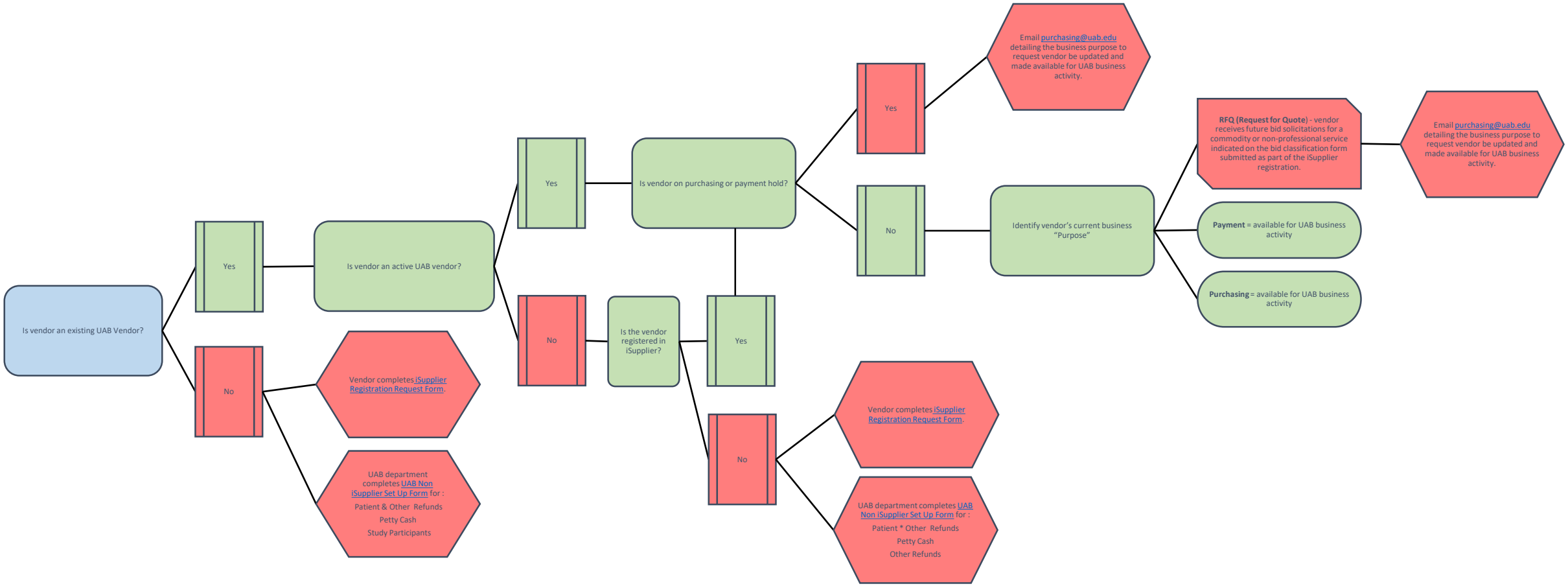
Is vendor an existing UAB Vendor?
Yes
No
Is vendor an active UAB vendor?
Vendor completes iSupplier Registration Request Form.
UAB department completes UAB Non iSupplier Set Up Form for :
Patient & Other Refunds
Petty Cash
Study Participants
Yes
No
Is vendor on purchasing or payment hold?
Is the vendor registered in iSupplier?
Yes
No
Vendor completes iSupplier Registration Request Form.
UAB department completes UAB Non iSupplier Set Up Form for :
Patient * Other Refunds
Petty Cash
Other Refunds
Yes
No
Email purchasing@uab.edu detailing the business purpose to request vendor be updated and made available for UAB business activity.
Identify vendor's current business "Purpose"
RFQ (Request for Quote) - vendor receives future bid solicitations for a commodity or non-professional service indicated on the bid classification form submitted as part of the iSupplier registration.
Payment = available for UAB business activity
Purchasing = available for UAB business activity
Email purchasing@uab.edu detailing the business purpose to request vendor be updated and made available for UAB business activity.