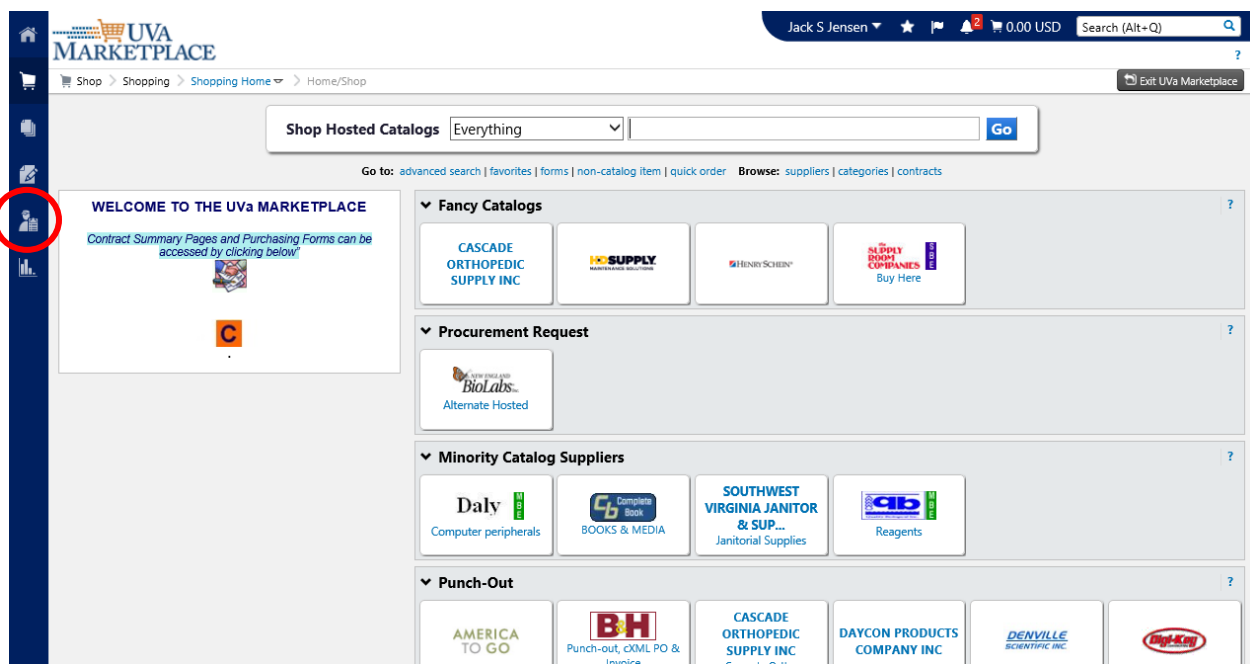
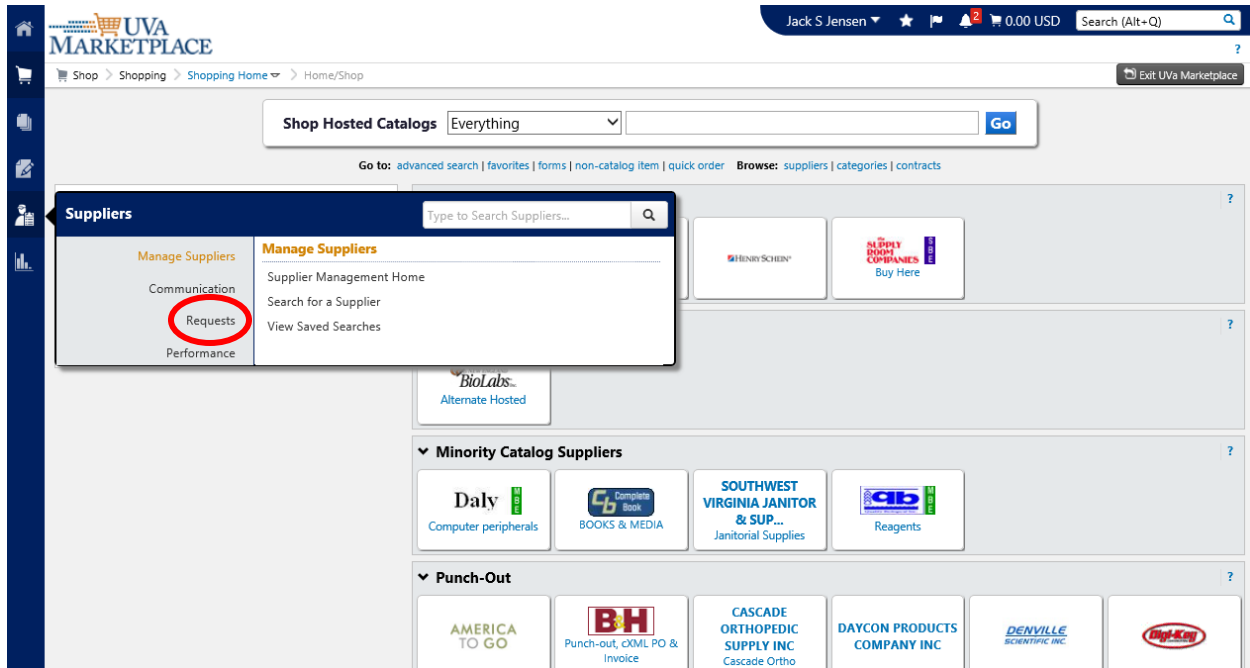


Submitted Request Status Check

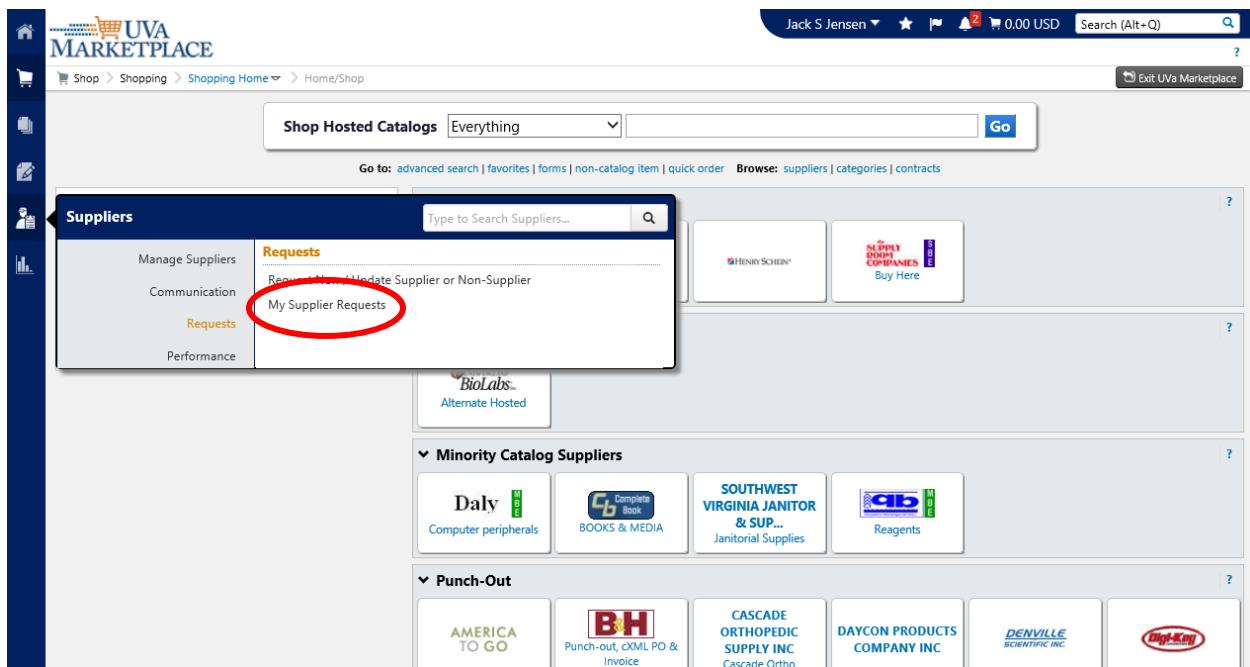
After submitting a request form for an individual non-supplier and/or a supplier, you may need to check on the status of your request. To do so, you must first log into the UVA Marketplace, and then click on the Suppliers icon.



Click on “Requests”.



Click on “My Supplier Requests”.



You will be taken to a listing of all of the requests that you have submitted to date. You can narrow or expand your list by checking and unchecking the Request

Status check boxes and clicking “Apply”. On the report itself, the Request Status column indicates the status of the request from within Accounts Payable. In the below example, the first two requests were approved by Accounts Payable and the third request is currently under review. The Registration Status column indicated the status of the actual registration. In the below example, for the second request, an invitation has been sent to the requested supplier to self-register but the registration has not been completed by the supplier.

My Supplier Requests

Filter Supplier Requests

Request Status * Approved Rejected Under Review Incomplete Returned Completed

Include public Supplier request form?

[Apply](#)

Requested Supplier	Template	Request Status	Workflow Step	Workflow Assignee	Status Last Updated	Created	Supplier Profile	Registration Status	Actions
NonSupplier, Nana B	Add New Non-Supplier	Approved	-	-	8/7/2018 11:12 AM	8/7/2018 11:03 AM	NonSupplier, Nana B	None	Actions
NonSupplier, Nana	Add New Non-Supplier	Approved	-	-	7/3/2018 1:40 PM	6/25/2018 2:13 PM	NonSupplier, Nana	Invited	Actions
Oscar Madison	Add New Non-Supplier	Under Review	Supplier Request Approval	-	8/17/2018 10:37 AM	8/17/2018 10:15 AM	-	-	Actions

If you see from this report that the requested supplier has been invited to register and has not done so, and you are in need for them to do so so that either an order can be placed or a payment voucher may be entered for them, please feel free to contact the supplier and ask them to please complete their registration.

If the “Request Status” is “Returned”, you are able to view the reason for the return by clicking on the Name.

UVA MARKETPLACE

Jack S Jensen 0.00 USD Search (Alt+Q)

Suppliers > Requests > My Supplier Requests > My Supplier Requests

Include public Supplier request form? [Apply](#)

Page 1 of 2 1-10 of 11 Results 10 Per Page

Requested Supplier	Template	Request Status	Workflow Step	Workflow Assignee	Status Last Updated	Created	Supplier Profile	Registration Status	
NonSupplier, Nana B	Add New Non-Supplier	Approved	-	-	8/7/2018 11:12 AM	8/7/2018 11:03 AM	NonSupplier, Nana B	None	Actions
NonSupplier, Nana	Add New Non-Supplier	Approved	-	-	7/3/2018 1:40 PM	6/25/2018 2:13 PM	NonSupplier, Nana	Invited	Actions
Oscar Madison	Add New Non-Supplier	Approved	-	-	8/17/2018 3:10 PM	8/17/2018 10:15 AM	Madison, Oscar	None	Actions
Malcolm Jacob	Add New Supplier	Approved	-	-	8/21/2018 2:08 PM	8/21/2018 11:45 AM	Malcolm, Jacob D	In Progress	Actions
Clarissa Ann Smith	Add New Supplier	Approved	-	-	8/21/2018 3:07 PM	8/21/2018 11:53 AM	Clarissa Ann Smith	In Progress	Actions
MARGIE TOWERY DBA	Add New Supplier	Returned	-	-	8/21/2018 2:40 PM	8/21/2018 11:58 AM		-	Actions
ANTONIO FRYE DBA	Add New Supplier	Approved	-	-	8/21/2018 3:06 PM	8/21/2018 12:09 PM	ANTONIO FRYE DBA	Approved	Actions

Then click on "History".

UVA MARKETPLACE

Jack S Jensen 0.00 USD Search (Alt+Q)

Suppliers > Requests > My Supplier Requests > Instructions

My Supplier Requests

MARGIE TOWERY DBA

Template **Add New Supplier**
Request Status **Returned**

Instructions

Questions

Review and Complete

Supplier Request Workflow

Instructions

Please complete this form to request a supplier be invited to register with the University.

Print Request | **History**

Next >

The reason for the return will be found in the "Note" column.

> Filter History

Export

Date	User	Action	Section	SubSection	Context	Field	Old Value	New Value	Note
8/21/2018 2:40 PM	Andrew Dixon Clark	Registration Returned to Requester			Supplier Registration Workflow: Duplicate Supplier Name				Supplier 4478 already exists. Sent invitation to supplier to register and update their account information.
8/21/2018 2:39 PM	Andrew Dixon Clark	Form Request Assigned			Supplier Registration Workflow: Duplicate Supplier Name				
8/21/2018 11:59 AM	System	Form Request Submitted			Supplier Registration Workflow				
8/21/2018 11:59 AM	Jack S Jensen	Modified			Add New Supplier	Review and Complete	Incomplete	Under Review	
8/21/2018 11:59 AM	Jack S Jensen	Modified	Supplier Overview	Basic Supplier Information	Email Address		empty	K4crabtree+MT@gmail.com	
8/21/2018 11:59 AM	Jack S Jensen	Modified	Supplier Overview	Basic Supplier Information	Requester's User (Computing) ID		empty	jsj6b	
8/21/2018 11:58 AM	Jack S Jensen	Modified	Supplier Overview		Supplier Name		empty	MARGIE TOWERY DBA	

If you still have questions after viewing this report, please call Accounts Payable at 434-924-4212.