

Vendor Setup Request Guide

Working with a NEW VENDOR?

**This guide is NOT for vendors
already in Bruin Buy**

FIRST and MOST IMPORTANT reminder

Check with IoES team if your vendor is in the system.

- If yes, proceed with placing an order.
- If not, move forward with the Vendor Set Up Request.

Email the following to purchasing@ioes.ucla.edu

- Vendor Name or DBA (first and last names for individuals)
- Vendor email (where PO will be sent)
- Vendor phone number
- Identify if this request is for services or goods
 - If goods, attach a quote; If service, attach scope of work*
- Identify if this is a lump sum or a declining balance request
 - Lump sum means your vendor will send one invoice for the whole PO*
 - Declining balance means your vendor will send several invoices at certain intervals (weekly, monthly, quarterly)*
- Identify if the vendor will perform additional work outside of SOW
- Identify location of service

Reminders

- Please note that vendor setup could take 3 weeks for local vendors
- International vendors can take longer

PLEASE PLAN AHEAD!