

Dear Colleagues,

The Procurement Office is excited to announce a new enhancement - the launch of our New Supplier Request Form, available today, May 1st! Using Team Dynamix software, the New Supplier Request allows users to submit a request to add a new Supplier to WolfMart. This new form gathers in one place all the information required, streamlining the process, increasing visibility, and reducing the time to add vendors. [View the new Supplier Request Form.](#)

### **Key Points**

- 1. Goal - A Faster, More Streamlined Process with Greater Visibility:** The New Supplier Request form gathers necessary information in one request, reducing delays caused by additional requests for information, and provides users with the ability to see the status of their request at any time. The form is available in the Special Requests section of WolfMart.
- 2. Implementation Date:** The New Supplier Request form is available today, May 1st, 2024. We encourage immediate usage by all departments looking to add new vendors. Use of the form will be required for adding new vendors to WolfMart beginning June 2024.
- 3. Training:** Several Zoom training sessions have been scheduled to train users on how to fill out the new form for New Supplier Requests. Please see details below for training dates and times:

- Wednesday, May 8th from 2pm - 2:45pm:  
<https://stonybrook.zoom.us/j/94860136917?pwd=aTB5T21wRmt0Qlplb0hrQ253STNwZz09>
- Thursday, May 9th from 3pm - 3:45pm:  
<https://stonybrook.zoom.us/j/98427672149?pwd=L3dGaSsxcFRXUm16bVNOemdvRjlFdz09>
- Friday, May 10th from 3pm - 3:45pm:  
<https://stonybrook.zoom.us/j/96463096773?pwd=MzVIY1dWNHFKdkR4YThaZ0FaOThtdz09>

### **More to Follow: The Procurement Help Center**

The New Supplier Request process is the first service to be built into a new Procurement Help Center in Team Dynamix. Over the course of the months to come, we will be expanding the Help Center to include a helpdesk ticketing system designed to assist users in an efficient, intuitive manner to get help with various services: Requisition/PO, Supplier Updates, System Access, and Troubleshooting, to name a few. As new services are released, they will be announced and rolled out into our Procurement Help Center.

### **Contact Information**

**New Supplier Request Process/Procurement Help Center/Team Dynamix:** For more details on the New Supplier Request form or the upcoming Procurement Help Center, contact Allison Parrish, Procurement Systems Analyst, at [allison.r.parrish@stonybrook.edu](mailto:allison.r.parrish@stonybrook.edu). We appreciate your attention, patience, and cooperation as we launch this exciting new enhancement.