UNIVERSITY OF ILLINOIS SYSTEM

Searching and Establishing Second Parties in Contracts+

In Contracts+, the Second Party is the non-University party that the University is contracting with and must be established in the iBuy system in order to process a Contract Request or for a contract to be generated. This job aid covers how to use the Search Contract Parties feature in Contracts+ as well as the process for submitting a **Vendor Information Form** (**VIF**) if the Second Party is not in already in the iBuy system.

Search Contract Parties

Before starting your Contract Request, you should confirm that the Second Party (the non-University party) to the contract is available in the iBuy system by using the **Search Contract Parties** feature.

1. Navigate to **Contracts** > **Contracts** > **Search Contract Parties.**

    OR

    Use **Search Contract Parties** under **Quick Links**.

2. Enter party name or keywords in the **Contract Party**/**Supplier** field.

3. Click the **Search** icon.

4. Review results.

5. If the party is located, proceed to the Contract Request.

    OR

    If the party is not located, the party must submit a **Vendor Information Form** (**VIF**).

    a. The Contract Party Type: **Supplier** indicates that the party has a Banner Vendor profile. In iBuy, the party will display with a green check to indicate **Active** and available for selection on a requisition. This is the party type required for Payable and Hybrid contracts.

    b. The Contract Party Type: **Customer** can be used for No Funds or Receivable contracts. In iBuy, the party will display with a red x to indicate **Inactive** and not available for selection on a requisition.

Vendor Information Form

The **Vendor Information Form** (**VIF**) can be found at [Vendor Payment Forms](#).

- If the transaction will be a **Payable** contract, use the **Vendor Information Adobe Sign Form**.

- If the transaction will be a **No Funds** or **Receivable** contract, only the **VIF** can be used. The **VIF** is a smart form and must be emailed to the vendor.

1. As the department contact, complete the top section of the **VIF** and indicate the **Transaction** type.

2. Send the **VIF** to the Second Party contact to complete and submit.

   a. **NOTE**: If the transaction is a **Purchase Order/Payable** contract, the Second Party must submit the **VIF** to Vendor Maintenance through the Vendor Maintenance recommended secured methods as indicated on the **VIF**.

   b. **NOTE**: If the transaction is a **No Funds** or **Receivable** contract, the method for submission of the **VIF** is for the Second Party to use the **Send to Vendor Maintenance** button on the form.

   c. **NOTE**: If the Second Party sends the completed form to you instead of following the recommendations in the form:

      i. Submit an email to OBFS UIVendor at uivendor@uillinois.edu

      ii. Type **Non Vendor Second Party** in the email **Subject** line.

      iii. In the body of the email, attach the completed **VIF** provided by the Second Party, type the Second Party name and the requestor's name, phone, email, and department.

Process

You will be emailed after Vendor Maintenance has completed the vetting process and approved the **VIF**.

AITS ESC Finance/iBuy Production Support will be copied on that email and will complete the additional process within the iBuy system. They will respond within the email string notifying you when the Second Party is available in the system.

The notification will state:

1. If the Second Party is a **Customer** and available for use on the Contract Request.

2. If the Second Party is a **Supplier** and available for use on a requisition and/or on the Contract Request for those who have the role of Contract Requestor.