

Completing the Second Party Information Form

If a Second Party needed for a No Fund or Revenue Generating agreement is not available in iBuy, use the Second Party Information Form to request that the party be added to the system.

There are two sections to complete on the Second Party Information Form. The process to complete these sections is as follows:

1. University departments complete Section 1: UI Department Requesting Information.
2. Second Parties complete Section 2: Second Party Information.

Review the steps below on how to complete both sections.

NOTE: All documents must be signed and dated.

Completing Section 1: UI Department Requesting Information

Departments have two options to complete this section. Departments only need to complete one option. Those options are using:

- Adobe Sign
- Email

Adobe Sign

1. Enter your department information.
2. Click the **Submit** button.
3. On the **Assign the next participants** screen, enter the **First name, Last name,** and **Email** address of your Second Party.
4. **Optional:** Click the **+Add Message** link to add a private message to the Second Party.
5. Click the **Next** button.
6. On the **Enter Your Information screen**, enter your name.
7. Click the **Submit** button.
8. Once you receive the verification email, click the **Confirm my email address** link.
9. **NOTE:** Your Second Party will receive the form via email.
10. **NOTE:** If the Party completes the form via Adobe Sign, you will receive a confirmation email. You will then have the option to view the completed form.

Email

1. Enter your department information.
2. Save the form.
3. Use Outlook to email the form directly to the Second Party.



Completing Section 2: Second Party Information

Second Parties have two options in order to complete Section 2. The options are using:

1. Adobe Sign.
 - a. **NOTE:** Only available if the UI Department used Adobe Sign to route the form in Section 1.
2. Email.

Adobe Sign

1. Open the email sent from OBFS UIVendor.
2. Click the **Review and sign** button.
3. Enter your information.
4. Electronically sign the form.
5. Click the **Click to Sign** button.
6. **Optional:** Click the **Open agreement** button in the confirmation email to view the final agreement.
7. **NOTE:** If using Adobe Sign, you do not need to submit a paper copy in the mail.

Email

1. Enter your information.
2. Sign the form.
 - a. **NOTE:** You may sign it electronically **OR** print the form, sign it, and scan the form.
3. Email the signed form to uivendor@uillinois.edu.



University Payables Use Only: Reviewed by _____

UI Department Requesting Information

Today's Date _____

U of I Department name _____

Contact Person _____

Phone Number _____ Email _____

University: Chicago Springfield Urbana/Champaign

New 2nd Party Update Existing 2nd Party

No Fund/Receivable Contract Only*

*If there is any possibility the University will pay the 2nd Party in the future, please use the [Vendor Information Form](#)

Second Party Information Form

Select one: Individual Legal Entity (e.g. Corporation, Sole Proprietor, LLC, etc)

Name of Individual or Business Name (if sole proprietor, please list name of owner and name of business)

Doing Business as: (if applicable) _____

Permanent Residence/Legal Entity Address _____

City _____ State/Province _____ Zip/Postal Code _____

Country _____ Phone _____ Fax _____

Legal Entity Contact Name _____ Phone _____ Email _____

Certification and Signature

Documents must be signed and dated – form is not valid until signed and dated.

I certify that the information contained herein is correct.

Second Party Signature or Authorized Agent

Signature _____ Date _____

Email: uivendor@uillinois.edu