

How To View Supplier Request History in CUNYBuy

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Navigate to CUNYBuy <https://solutions.sciquest.com/apps/Router/DashboardUserDetails?Id=750224&tmstmp=1744989331595>

The screenshot displays the CUNYBuy web application interface. On the left is a dark blue navigation sidebar with icons and labels for 'Orders', 'Contracts', 'Accounts Payable', 'Suppliers', and 'Reporting'. The main content area is titled 'Accounts Payable Dashboard' and 'CUNYBuy Creator'. It features a 'Welcome to CUNYBuy!' message, a warning about a 30-minute session timeout, and a section for 'Government Accounting Standards Board (GASB) Requisition Requirement'. This section includes a list of categories requiring a completed GASB S&L Questionnaire: 4323000001 Non-Cloud Computing (Non-SaaS) – Software Subscription Licenses & Su Library Subscriptions, 5510151900 Library Subscriptions, and 8111180500 Cloud Computing (SaaS)- Software Subscription Licenses & Maintenance. Below this are links for 'SharePoint Site', 'Blackboard Training', 'Support Sessions', and 'ServiceNow Ticket'. A 'Shop' section at the bottom has 'Simple' and 'Advanced' filters.

Accounts Payable Dashboard CUNYBuy Creator

Orders
Contracts
Accounts Payable
Suppliers
Reporting

Welcome to CUNYBuy!

*****When shopping in the marketplace, if you do not return your cart within 30 minutes, will time out and you will receive an Application Error message*****

****Government Accounting Standards Board (GASB) Requisition Requirement****

Effective immediately all new requisitions for Software and Library Subscription must include a completed GASB Questionnaire. The form is located under the form section of this page or at <https://cuny.edu/gasb-q>.

Categories requiring the completed GASB S&L Questionnaire are as follows:

- 4323000001 Non-Cloud Computing (Non-SaaS) – Software Subscription Licenses & Su Library Subscriptions
- 5510151900 Library Subscriptions
- 8111180500 Cloud Computing (SaaS)- Software Subscription Licenses & Maintenance

Please visit our [CUNYBuy SharePoint Site](#) for useful information.

Complete your [Blackboard Training](#).

For assistance, attend one of our twice weekly online [Support Sessions](#).

Technical difficulties, open a [ServiceNow Ticket](#).

For access to CUNYBuy or to update your current access, please submit a [Procurement Access Form](#) through Business Office or IT Security Group.

Shop

Simple Advanced

Quick Links

- [Create a Requisition \(Non-Mark...](#)
- [Create New Receipt](#)
- [Supplier / Payee Search](#)
- [Supplier Update Request](#)
- [My Supplier Update Request](#)
- [Search All Supplier Requests](#)
- [Requisitions Recently Approved ...](#)

Approvals/Action Items ...

2

Click "Search All Supplier Requests" in the Quick Links area

The screenshot shows the CUNYBuy Creator dashboard interface. On the left is a dark blue sidebar with navigation icons for Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, and Reporting. At the top of the main content area, there is a header with the CUNY logo, 'Buy Hunter College', and utility icons for currency (0.00 USD), search, and user profile. Below the header, the page title is 'Dashboards • CUNYBuy Creator'. The main content area is divided into several sections: a 'Welcome to CUNYBuy!' message with important notices and a list of categories requiring a GASB S&L Questionnaire; a 'Quick Links' section with a red circle highlighting the 'Search All Supplier Requests' link; and an 'Approvals/Action Items' section showing 'There are no Action Items to display.' At the bottom, there is a 'Shop' section with a search bar and a 'Powered by JAGGAER | Privacy Policy' footer.

3 Enter the name of the vendor and click on the search icon

The screenshot shows the 'Search Supplier Requests' interface. The search bar contains 'IXL Learning' and the search icon is highlighted with a red circle. The left sidebar contains navigation options: Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, and Reporting. The main content area displays a table of search results with columns: Form Name, Request Number, Form Status, Created Date/Time, Template Name, Current Workflow Step, and Pending Approver. The results show three entries, all with a status of 'Under Review'.

Form Name	Request Number	Form Status	Created Date/Time	Template Name	Current Workflow Step	Pending Approver
Talya Shamoelian	16793633	Under Review	4/18/2025 10:34:29 AM	Supplier/ Payee Request	VMU Approval - Non Tax Levy	
Mahboubeh Rahmati Rostami	16793527	Under Review	4/18/2025 10:24:16 AM	Supplier/ Payee Request	VMU Approval - Non Tax Levy	
Enitan Maxwell	16793316	Under Review	4/18/2025 10:19:35 AM	Supplier/ Payee Request	VMU Approval - Non Tax Levy	

4 Click on the Vendor

The screenshot shows the 'Search Supplier Requests' interface after clicking on the vendor name 'IXL Learning, INC' in the search results. The search bar now contains 'IXL Learning, INC' and the search icon is highlighted with a red circle. The left sidebar contains navigation options: Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, and Reporting. The main content area displays a table of search results with columns: Form Name, Request Number, Form Status, Created Date/Time, Template Name, Current Workflow Step, and Pending Approver. The results show one entry with a status of '*View Supplier Profile*'.

Form Name	Request Number	Form Status	Created Date/Time	Template Name	Current Workflow Step	Pending Approver
IXL Learning, INC	16742646	*View Supplier Profile*	4/15/2025 3:55:26 PM	Supplier/ Payee Request		

5 Click "View Supplier Profile"

Home Shop Orders Contracts Accounts Payable Suppliers Reporting

Buy Hunter College All Search (Alt+Q) 0.00 USD Logout

Suppliers > Requests > Search Supplier Requests

< Back to Results 1 of 1 Results < >

IXL Learning, INC
[View Supplier Profile](#)

Template **Supplier/Payee Request**
Request Status ***View Supplier Profile***

Questions ✓

Supplier Request Workflow

Questions - Company Overview [Print Request](#) [History](#) ?

On This Page

- [Supplier Information \(3\)](#)
- [State Tax Levy \(2\)](#)
- [Contact Information \(4\)](#)
- [Notes \(3\)](#)
- [State Tax Levy Confirmation \(3\)](#)
- [Confirm Funding Source \(1\)](#)

Supplier Information

What is the funding source? *

State Tax Levy ▾

Supplier Name *

IXL Learning, INC

6

Click "View History"

The screenshot displays a procurement system interface for Hunter College. The top navigation bar includes the Hunter College logo, a search bar, and a currency indicator (0.00 USD). The breadcrumb trail shows: Suppliers > Manage Suppliers > Search for a Supplier > Supplier Profile - IXL Learning INC. A 'Logout' button is in the top right.

The main content area is divided into two columns. The left column features a sidebar with navigation options: Home, Shop, Orders, Contracts, Accounts Payable, Suppliers (highlighted), and Reporting. Below the sidebar is a 'Menu Search' field.

The right column displays the 'Supplier 360' profile for 'IXL Learning INC'. The profile includes a header with the supplier name and a globe icon. Below this, the 'Registration Status' is 'Invited' and the 'Registration Type' is 'State Registration'. A 'View History' link is highlighted with a blue circle.

The 'Supplier Details' section lists the following status indicators: In Network (green checkmark), Not Enabled for Procurement (red X), Enabled for Contracts (green checkmark), and Non-Catalog (red document icon). Below this, the 'IXL Learning INC' details are shown in a table:

Legal Name	IXL Learning INC
DBA	IXL Learning INC
Aliases	
CUNYfirst Supplier ID	-
3rd Party Ref No.	-
MBU IDs	
Date of Last Order	-
Diversity	
Registration Status	Invited
Business Description	

The 'Internal Notes from VMU' section shows a message: 'There are no Internal Notes to display.'

At the bottom right, the text 'Powered by JAGGAER | Privacy Policy' is visible.

7

This will let you know the exact date/time the registration email was sent.

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar contains a navigation menu with items like 'Contracts', 'Accounts', 'Locations', and 'Reporting'. The main content area is titled 'History' and contains a table with 5 records. The third record is highlighted with an orange circle. The table columns are: Date, User, Action, Context, Section, Field, Old Value, New Value, and Note.

Date	User	Action	Context	Section	Field	Old Value	New Value	Note
4/17/2025 10:40:58 AM	Kwok Lau	Modified		General	DUNS No.	empty	empty	
4/17/2025 10:40:58 AM	Kwok Lau	Modified		General	Supplier Name	IXL Learning, INC	IXL Learning, INC	
4/17/2025 10:40:38 AM	Kwok Lau	Modified		Potential Matches	Invite Another User			Margaret Duncan, orders@ixl.com, State Registration, Elizabeth Horne, ehorne@hunter.cuny.edu, Hunter College.
4/17/2025 10:40:26 AM	System	Modified (via Workflow)			Registration Type	empty	Non Tax Levy Registration	via Supplier Request Workflow
4/17/2025 10:40:26 AM	System	Created (via System)						

8 This will let you know the status of the registration.

Invited - Vendor has not opened the registration link in the automated email that is sent to them.

In progress - Vendor has began completing registration or VMU has left comments to the vendor (missing signatures, incorrect information, etc)

Approved - VMU has approved the vendor's registration.

The screenshot shows the 'Buy Hunter College' interface for a supplier profile. The supplier is 'IXL Learning INC'. The registration status is 'Invited' and the registration type is 'State Registration'. A sidebar on the left contains navigation options: Home, Shop, Orders, Contracts, Accounts Payable, Suppliers (highlighted), and Reporting. The main content area is divided into two sections: 'History' and a table of registration actions.

Registration Status: Invited
Registration Type: State Registration

History

Filter History

Results Per Page: 100 Records found: 5

Date	User	Action	Context	Section	Field	Old Value	New Value
4/17/2025 10:40:58 AM	Kwok Lau	Modified		General	DUNS No.	empty	empty
4/17/2025 10:40:58 AM	Kwok Lau	Modified		General	Supplier Name	IXL Learning, INC	IXL Learning INC
4/17/2025 10:40:38 AM	Kwok Lau	Modified	Potential Matches		Invite Another User		Margaret orders@i: Registrat Horne, ehorne@ Hunter C
4/17/2025 10:40:26 AM	System	Modified (via Workflow)			Registration Type	empty	Non Tax Levy Registration
4/17/2025 10:40:26 AM	System	Created (via System)					via Suppl Workflow