When creating a requisition in e-Procurement, new vendors can be suggested when a system search indicates that the desired vendor is not in our database. To suggest a vendor, the "Suggest Vendor" link should be selected at the line level for the requisition.

DECISION TREE: Suggesting a Vendor in E-Procurement

Using the Step-By-Step Instructions provided on the Procurement web site, create an e-Procurement requisition; Stop of the Section for Adding Lines

Step 1: Define Requisition

Step 2: Add Lines

Before proceeding to system step #3: Review and Submit, select the magnifying glass to search for the desired Vendor

Is the Desired Vendor in the System?

Yes

No

Select Desired Vendor and Complete Remaining Steps in Step-by-Step Instructions

Be sure to include the TAX ID or EIN number for the new vendor in the comments section

Enter the new vendor information as requested

Cancel to return to the previous screen, and select "Suggest A Vendor"

Click OK to return to previous screen

The "Suggested Vendor" will show as a link next to the Vendor field

Complete entry of required fields and add the line; Continue to Complete Remaining Steps in Step-by-Step Instructions