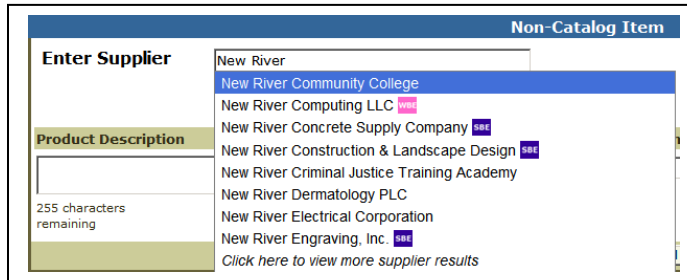


## Quick Guide -Adding a New Supplier (11-17-09)

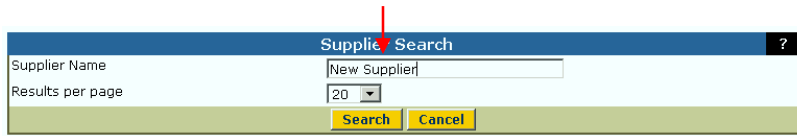
From the Main Screen of HokieMart:

- Choose and click desired form.
- Enter supplier name and choose from the drop-down menu **OR**
- Click “supplier search.”



If the supplier **cannot be found** after a complete search (see “Vendor Query Tips and Tricks”):

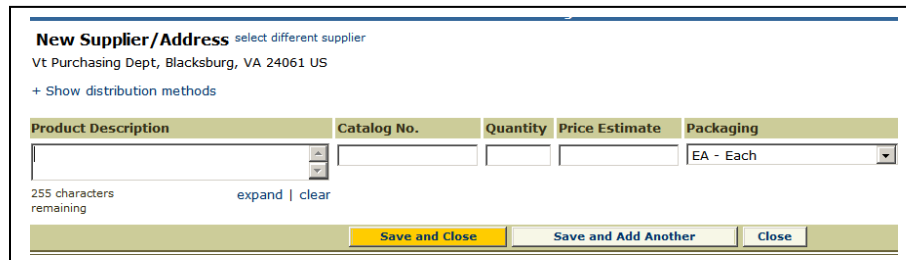
- Type “New Supplier” in the Supplier Name box.



- Click “Search.”

The selection will be VT Purchasing Department.

- Click “Select.”



- Complete required information to add items to the cart.
  - Product Description
  - Catalog No. (if available)
  - Quantity
  - Price Estimate
  - Packaging
- Click “Save and Close” or “Save and Add Another” until desired items have been entered.

User will now be in the **Cart – Draft Requisition**



- Click “Review” in the upper right-hand flow chart.
- Scroll down to Internal Notes and Attachments in the left-hand corner of the cart.
- Click “Edit.”
- 

An Internal Note box will open.

Internal Note

Internal Note

expand | clear

Save Cancel

Internal Notes and Attachments

Internal Note Wall Street Journal 200 Burnett Road  
Chicopee, MA 01021-0941 Fax No. 436-  
897-5598 Phone No. 436... more... [edit](#)

Internal attachments  
add attachment...

- Add supplier information (in the **Internal Note** box).
  1. Complete supplier name (including Inc, LLC, etc)–
  2. Complete address (including street, city, state and zip)
  3. Complete telephone number
  4. Complete fax number (**IMPORTANT** - orders are faxed to our suppliers)
  5. Supplier FIN number when available
  6. Banner ID Number (if supplier is VT employee or student)
  7. If using a supplier website, provide the website address.
- Click “Save.”
- Complete the PR using instructions –
  - Edit the Cart
  - Review the Cart
  - Submit the PR
- Follow the instructions for Requisition and Purchase Order Follow-up.

Purchasing Department will add new supplier if needed. If address already exists, Purchasing will select the supplier and may add an internal note advising the user. The supplier will now be available for future use.

If the PR does not contain the above supplier information, the PR will be rejected advising the department of the required information.

Copy the cart to a new cart and add all of the required information. Purchasing will approve the PR after new supplier has been added. The PR will proceed through the approval workflow.