

Quick Guide - Best Vendor (11-18-09)

When a department knows the item(s) that need to be ordered but are unsure of a vendor from which to obtain these items, the Purchasing Department will process the PO. In order for the PR to be electronically delivered to Purchasing, choose Best Vendor as the supplier.

From the Main Screen of HokieMart:

- Choose and click desired form.
- Type “Best Vendor” in the “Enter Supplier” field.
- Click “Best Vendor” from the drop-down menu.

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA - Each

Purchasing will appear as the sole choice.

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA - Each

- Add desired item(s) and proceed to the cart.
- Complete the PR using instructions:
 - Edit the Cart
 - Review the Cart
 - Submit the Cart

The dollar amount on these PR's may be \$0.00.

- Follow the instructions for Requisition and Purchase Order Follow-up.

If the PR is for a term contract, the department will also select the **Best Vendor** supplier. A PR will then be created in Banner. The Purchasing Department will use this PR as authorization to proceed with the contract process. The PR is usually cancelled after the contract has been established.

When the PO has been processed, the department will receive a paper copy of the PO so that the HokieMart receipt can be done.