

## New Supplier Request Procedure:

1. In Supplier Search on the Non-Catalog entry screen, choose **enter manually** if your supplier is not in the system.

**Non Catalog Item**

**Enter Supplier**

or  
supplier search **enter manually**

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

254 characters remaining [expand](#) | [clear](#)

**Product Details**

Manufacturer Name

Manufacturer Part No

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin
- Energy Star
- Green

[Save and Close](#) [Save and Add Another](#) [Close](#)

2. Fill in the required fields – if your supplier does not have a fax please leave that field blank

**Non Catalog Item**

**Supplier Name** Susan's Big Time Company

DUNS No.

Supplier Phone (Country, Area, Phone, Ext) 910 4455335

Supplier Fax No. (Country, Area, Phone) 910 4455336

Supplier Email bigtimenewstuff@business.com

**Distribution Methods**

The system will distribute purchase orders using the method(s) indicated below:

Fax

Email (HTML Attachment)  bigtimenewstuff@business.com

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

254 characters remaining [expand](#) | [clear](#)

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[Save and Close](#) [Save and Add Another](#) [Close](#)

3. Enter all your items in your cart and proceed to check out.

**Susan's Big Time Company**  
Phone No.: +1 (910) 445-5335  
Fax No.: +1 (910) 445-5336  
E-mail: bigtimenewstuff@business.com

Contract  no value [edit](#)

PO Number  To Be Assigned

Pricing Code  no value

Quote number  no value [View/edit by line item](#)

Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 The Next Big Thing <a href="#">more info...</a>		EA	4,500.00	1 EA	4,500.00 USD
Internal Note <input type="text"/> no note					
Purchase Order Classification <input type="text"/> NR No Bid					
2 Installation Charge <a href="#">more info...</a>		JA	450.00	1 JA	450.00 USD
Internal Note <input type="text"/> no note					
Purchase Order Classification <input type="text"/> NR No Bid					
<b>Supplier subtotal</b>					<b>4,950.00</b>
Tax1					0.00
Tax2					0.00
Shipping Estimate					0.00
Handling					0.00
<b>Supplier total</b>					<b>4,950.00USD</b>

4. In the Internal Notes and Attachments Section of the requisition, please include any quotes, emails or website links for the vendor you are proposing to use. Also include any quotes from other vendors. **This information is vital for purchasing to make an assessment of this purchase with your suggested vendor.**

**Internal Notes and Attachments** ?

Internal Note  no note [edit](#)

Internal Attachments

[Add Attachments](#)