

Quick Guide: Best Vendor

When a department knows the item(s) that need to be ordered but are unsure of a supplier, a buyer in the Procurement Department can process the purchase order (PO). In order for the purchase requisition (PR) to be electronically delivered to Procurement, choose **Best Vendor** as the supplier. When using Best Vendor be sure to provide a detailed description of what you are purchasing and list an appropriate contact in your department for the Buyer to discuss your needs.

From the Main Screen of HokieMart:

- Open a Non-Catalog form
- Type "Best Vendor" in the Supplier Name field

The selection of the Fulfillment Address will default to VT Purchasing (Procurement) Department.

Add Non-Catalog Item [X]

Existing Supplier

Best Vendor [X] [Q] Best Vendor [X]

Fulfillment Address [v] **Distribution Methods** [>]

Order Address 1 [i] - VT Purchasing Dept, Blacksburg, Virginia 24061 United States

Item [v]

| Description * | Catalog No. | Quantity * | Price | Packaging |
|---|----------------------|----------------------|----------------------|---------------|
| <input type="text"/> [254 characters remaining] | <input type="text"/> | <input type="text"/> | <input type="text"/> | EA - Each [v] |

★ Required fields

Save Save And Add Another Close

- Complete the PR.