

How to Select a Vendor eProcurement - Special Request Requisition Updated March 2007

To select a vendor on a Special Request requisition, complete the following steps.

Notes:

- Selecting the vendor from the Settings page will apply the vendor to all lines of the requisition.
- Do not select a vendor on catalog and punchout “web” requisitions.

Pathway: eProcurement > Create Requisition > Settings



Click the **Override** radio button.

Requisition Defaults | Search Settings

Default Options

Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Click the **Vendor Lookup** hyperlink.

Line Defaults

Vendor: [] [magnifying glass] Vendor Location: [] [magnifying glass]

Buyer: [] [magnifying glass]

[Vendor Lookup](#)

Enter appropriate information in one or more of the search criteria fields on the Vendor Search page. To limit the number of vendors that display, type at least 3 characters in the name field. You may also use the “wildcard” (%) feature to locate a vendor. Click the **Find** button.

Vendor Search

Vendor ID: []

Name: [%bookstore]

City: []

Country: [] [magnifying glass] State: []

Postal Code: []

Find Reset

i Enter search criteria to find a vendor.

The search will return a listing of vendors. Locate the appropriate Vendor name and location. To select the vendor location for all line items of your requisition, click the vendor number to the left of the appropriate location. Be sure to not select a vendor location on your requisition that is labeled as the “Remit” address. Remit addresses are used on vouchers for the payment process.

30	0000034685	UTMB BOOKSTORE & HOSPITALITY SHOP INC	INSTITUTE FOR THE MEDI - REMIT	REMIT	GALVESTON
31	0000034685	UTMB BOOKSTORE & HOSPITALITY SHOP INC	UTMB BOOKSTORE & HOSP SHOP INC	UTMB BOOKSTORE & HOSPITALITY SHOP, INC	GALVESTON
32	0000073857	BRAZOS BOOKSTORE	BRAZOS BOOKSTORE	BRAZOS BOOKSTORE	HOUSTON

Optionally, if you wish to view additional information regarding a specific vendor before selecting the vendor, click the **Vendor Details** icon on the right.

BOOKSTORE	BOOK - REMIT					
UTMB BOOKSTORE & HOSPITALITY SHOP INC	INSTITUTE FOR THE MEDI - REMIT	REMIT	GALVESTON	TX		
UTMB BOOKSTORE & HOSPITALITY SHOP INC	UTMB BOOKSTORE & HOSP SHOP INC	UTMB BOOKSTORE & HOSPITALITY SHOP, INC	GALVESTON	TX		
BRAZOS BOOKSTORE	BRAZOS BOOKSTORE	BRAZOS BOOKSTORE	HOUSTON	TX		

From the Vendor Lookup Details page, you can view the Vendor ID, Vendor type (i.e., local, HUB, SBA, etc.), status, telephone number, fax number, and UTMB’s Customer Number with the Vendor. To view the vendor’s full address, click the small envelope icon located on the address line.

Vendor Lookup Details

SetID: UTMBG Vendor ID: 0000034685 [Search](#) [Return to Requisition Defa](#)

Vendor Detail

ShortName:	UTMB BOOKS-001	Status:	Approved
Name 1:	UTMB BOOKSTORE & HOSPITALITY SHOP INC	Telephone:	409/772-1939 Ext:
Name 2:		Fax Number:	409/772-3440
Address:	004 CAMPUS	UTMB Cust ID:	
Dflt Loc:	04-UTMB BO UTMB BOOKSTORE & HOSP SHOP INC	Persistence:	Regular
Corporate Vendor:	UTMBG 0000034685 UTMB BOOKSTORE & HOSPITALITY SHOP INC	<input checked="" type="checkbox"/>	Open For Ordering
Remit Vendor:	UTMBG 0000034685 UTMB BOOKSTORE & HOSPITALITY SHOP INC	<input type="checkbox"/>	Withholding Applicable
Class:	Supplier HR Class:	<input type="checkbox"/>	VAT Applicable

Vendor Types [Find](#) | [View All](#) First 1 of 1 Last

Local Vendor

To select this vendor from the Vendor Lookup Details page, click the **Check Mark** icon.

Vendor Lookup Details

SetID: UTMBG Vendor ID: 0000034685 [Search](#)

Vendor Detail