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.

Click the **Vendor Lookup** hyperlink.

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.
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.

<table>
<thead>
<tr>
<th>SetID</th>
<th>Vendor Name</th>
<th>Location</th>
<th>Status</th>
<th>Phone Number</th>
<th>Fax Number</th>
<th>Customer ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>UTMB BOOKSTORE &amp; HOSPITALITY INC</td>
<td>GALVESTON</td>
<td>REMIT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>UTMB BOOKSTORE &amp; HOSPITALITY INC</td>
<td>UTMB BOOKSTORE &amp; HOSP SHOP INC</td>
<td>UTMB BOOKSTORE &amp; HOSPITALITY SHOP, INC</td>
<td>GALVESTON</td>
<td>TX</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>BRAZOS BOOKSTORE</td>
<td>BRAZOS BOOKSTORE</td>
<td>BRAZOS BOOKSTORE</td>
<td>BRAZOS BOOKSTORE</td>
<td>HOUSTON</td>
<td>TX</td>
</tr>
</tbody>
</table>

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

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.

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