SHOPBLUE

Adding a New Supplier

For orders from suppliers that are not already in the ShopBlue system, you will need to select *New Supplier* in order for that supplier to be added.

1. In the supplier field, begin typing "new supplier." Select the *New Supplier* option when it appears (Figure 1). Note: Figure 1 shows an example of a non-catalog order. New suppliers can also be entered for special requests (*i.e.*: standing order request, payment request form, etc.)

Supplier: Existing Supplier 🔻			~
new suppl Q			
New Supplier			
New York Plumbing Wholesale and Supply Incorporated A 💿 🔤	Quantity ★ Price	Packaging	*
A		EA - Each 🔻	
NEW BRIATIN MEDICAL SUPPLIES INC A			
NEW ENGLAND INDUSTRIAL SUPPLY			~
New York Frame 🔺 🔹 🐵		Product Flags	
New York Police Supply Incorporated 🔺 💿		Controlled substance	
NEWBURGH WINDUSTRIAL SUPPLY COMPANY INC A Newcomer Supply Incorporated A ©		🗌 🛟 Recycled	
		🔲 😨 Radioactive	
		🔲 🎨 Rad Minor	
		🗌 💩 Select Agent	
		C & Toxin	
		🔄 🛃 Energy Star	
		🗌 🌢 Green	
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- 2. Complete your order as you normally would (i.e.: enter product description, pricing, etc.) and *Proceed to Checkout.*
- 3. During checkout, select the *Comments* tab in the requisition (Figure 2).

Summary PO Previe	w Comments Attachments History			
General	<i>j</i>	Shipping		<i></i>
Cart Name	2021-03-09 BUF-DALTONHO 01	Ship To		
Description	no value	no address		
Priority	Normal	C Required		
Prepared by	Dalton Holler	Delivery Options		
Prepared for	Dalton Holler	Ship Via	Best Carrier-Best Way	
Owner Phone	+1 716-645-4547	Requested Delivery Date	no value	
	University at Ruffale (20020)			

4. On the *Comments* tab, select the plus (+) sign to add a note (Figure 3).

University at Buffalo SHOPBLUE	All - Search (Alt+Q) Q
Requisition T: 141594929	
Summary PO Preview Comments Attachments History	
Records found: 0	Show comments for Requis
No comments have been added	

Figure 3

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5. In the text field, add a note that the supplier needs to be added (Figure 4).

Requisition • : 141594929 Summary PO Preview Comments Attachments History Records found: 0 Show comments for	Requis T
Summary PO Preview Comments Attachments History Records found: 0 Show comments for	Requis +
Records found: 0 Show comments for	Requis ¥ +
[
ADD COMMENT	×
Please add supplier; W9 attached This will add a comment to the document. Attach file (optional) Attachment Type Attachment Type File Link/URL	
968 characters remaining expand I clear File Choose File supplier W9.do	ICX
No comments have been added	



- 6. If a W9 has already been obtained, select *Choose File* to upload the W9 and attach it to the requisition (Figure 4). *Note: if a W9 has not been obtained, the Procurement office will request it from the supplier.*
- 7. Select the checkmark icon to add the comment to the requisition (Figure 4).
- 8. Your comment will then be added to the requisition (Figure 5). Once the order reaches Procurement, the supplier will be added to the supplier file. Note: once the supplier is added, they will be available to select for future orders.



