

## 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.)*

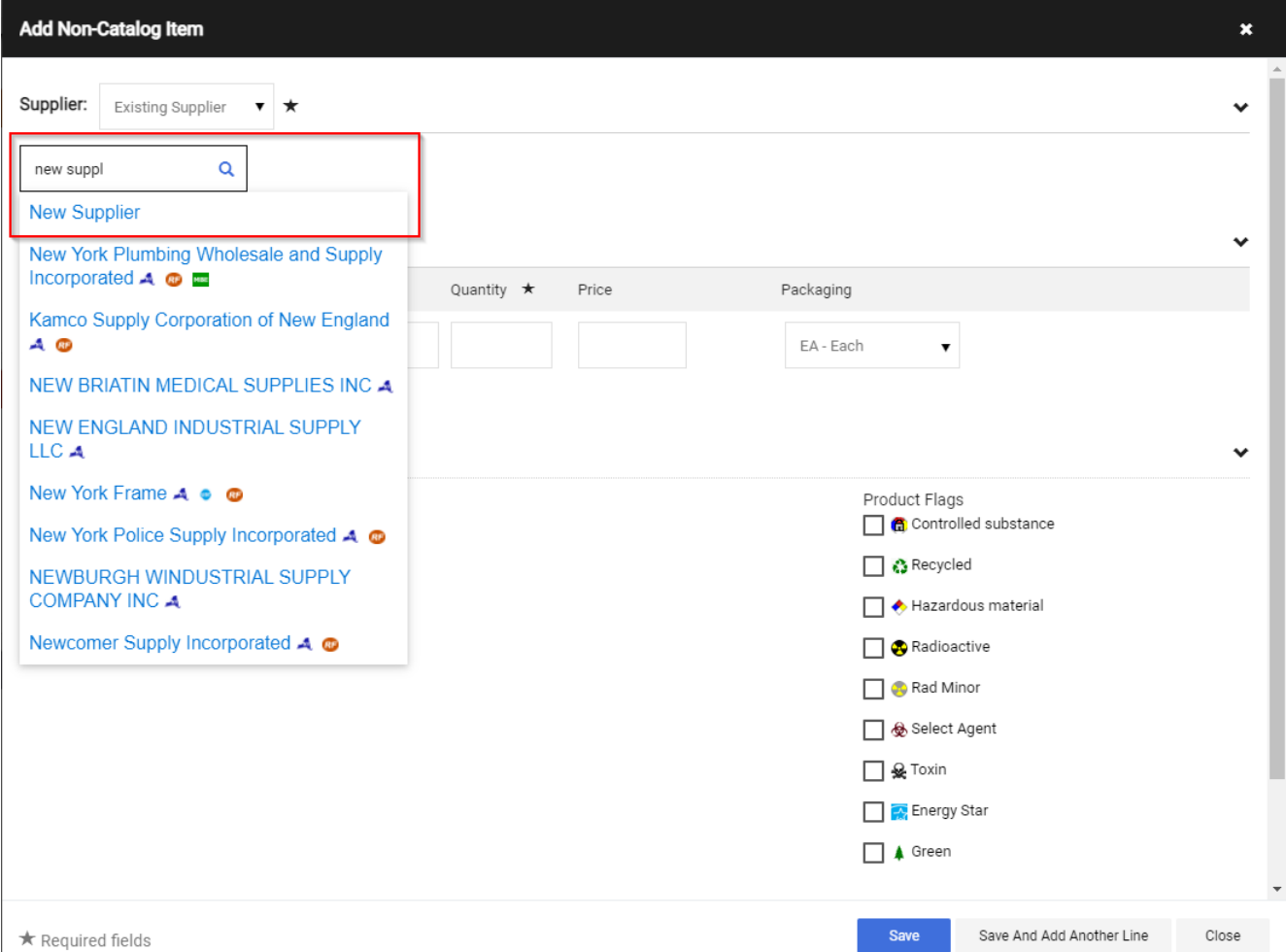


Figure 1

# SHOPBLUE

- 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).

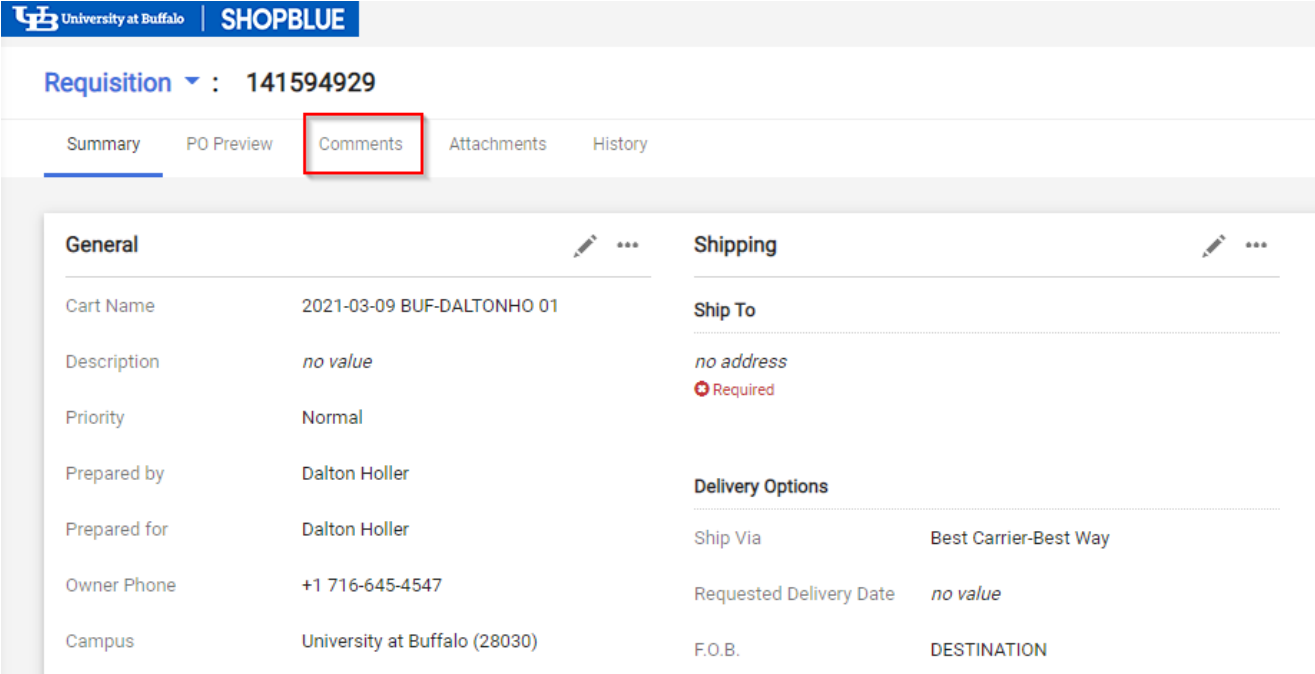


Figure 2

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

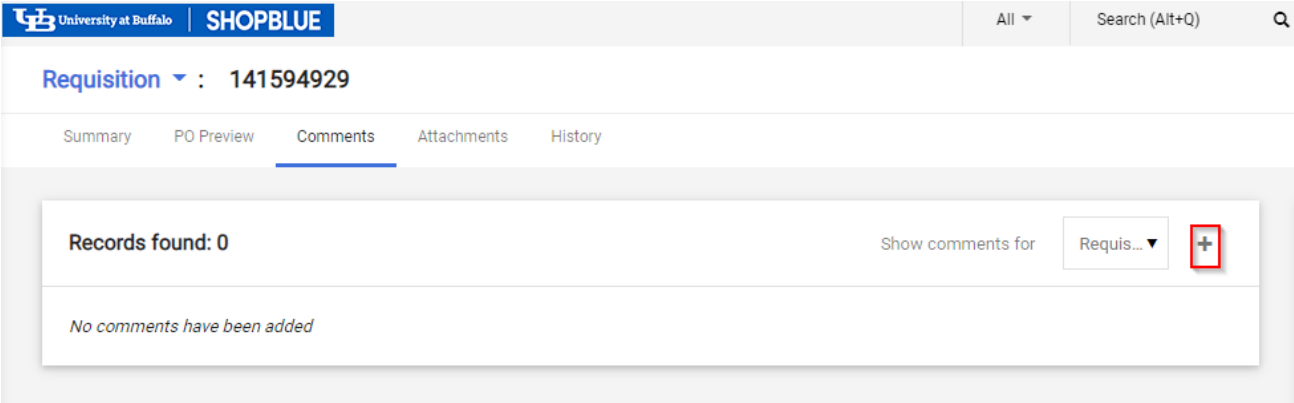


Figure 3

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

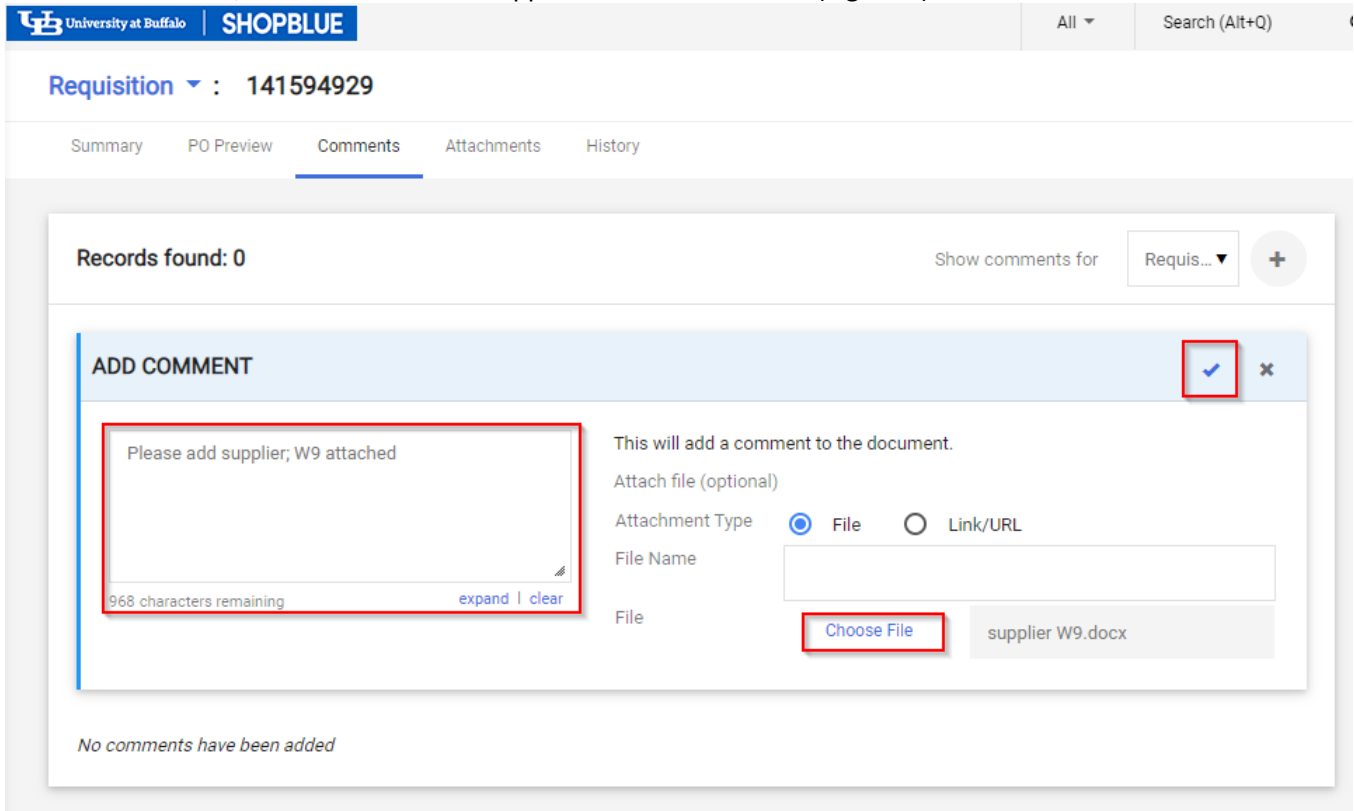


Figure 4

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.*

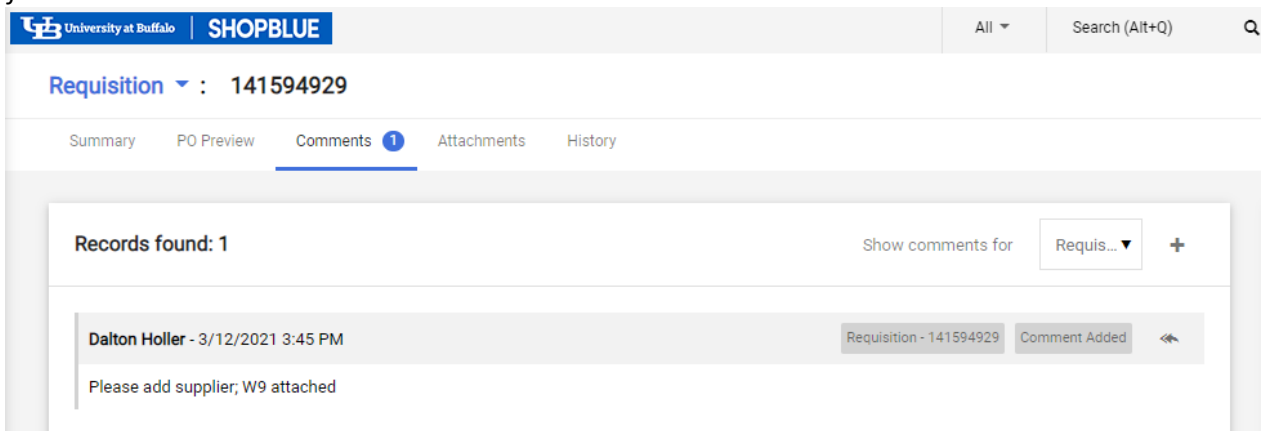


Figure 5