

Additional Actions

Adding a New Supplier/Address

Sometimes the need arises to purchase from or use a vendor/supplier that is not currently listed in the HokieMart or Banner database. The Procurement Department must enter the vendor into the system, so the order can be processed through HokieMart and ultimately the vendor can be paid through Banner.

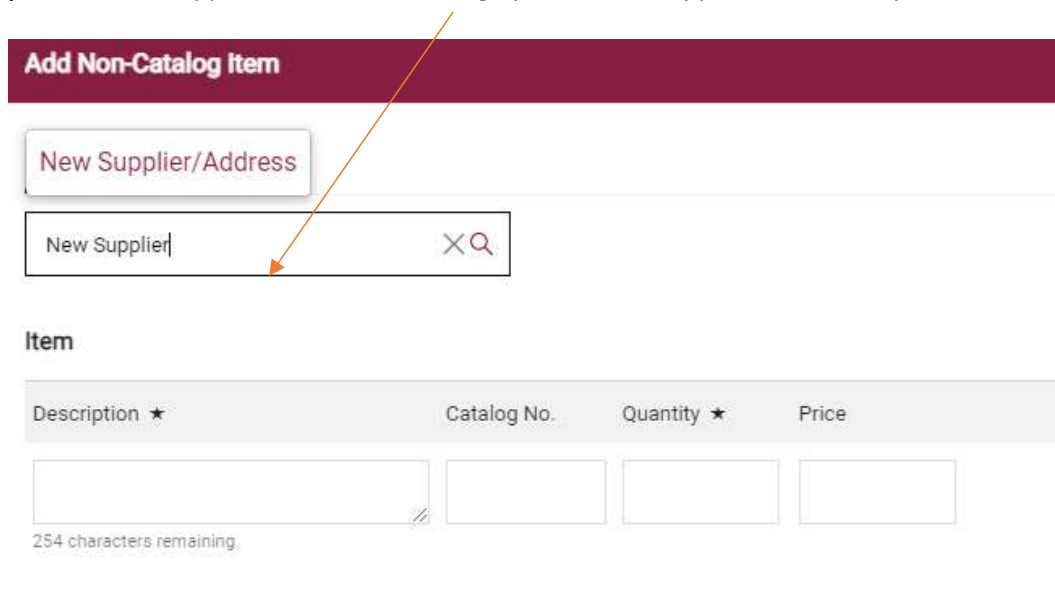
Note that a new vendor/supplier can be an individual or a corporate entity.

This procedure can also be used to communicate changes or updates to existing supplier information, such as addresses, phone or fax numbers.

The requestor must select the appropriate form to process the order. New Supplier can be used on the Non-Catalog form or on the Payment Request Forms. If a new internal supplier is needed on the Interdepartmental Service Request form, please contact General Accounting at genactg@vt.edu.

From the Main Screen of HokieMart, for this example we will select Non-Catalog Item:

- Choose and click desired form.
- After a search for the supplier has been attempted type the words “New Supplier” in the Supplier box. This will bring up the “New Supplier/Address” option.



Add Non-Catalog Item

New Supplier/Address

New Supplier X Q

Item

Description ★	Catalog No.	Quantity ★	Price
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

254 characters remaining.

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

The screenshot shows a 'Non Catalog Item' form. The 'Fulfillment Address' section is expanded, showing 'Order Address 1' with a location pin icon and the text '- VT Purchasing Dept, Blacksburg, Virginia 24061 United States'. An orange arrow points to this address field. Below the address field is the 'Item' section with a table for item details.

Product Description *	Catalog No.	Quantity *	Price Estimate	Packaging
test <small>250 characters remaining</small>		1	1.00	EA - Each

At the bottom right of the form are 'Save' and 'Close' buttons. A legend indicates that '*' denotes required fields.

Complete the item information as usual and click **Save**.

Navigate to your order by clicking on the Cart icon on the upper right-hand corner of the page and then select View My Cart to edit the shopping cart information or click Checkout to proceed directly to the draft requisition.

The screenshot shows a shopping cart interface. At the top, a summary bar displays '22.21 USD' next to a cart icon. Below this, a dropdown menu for 'My Cart (2025-03-31 erinc93 01)' is open, showing a list of items. The first item is 'BIC Velocity Original Mechanical ...' with a quantity of 1 and a price of 22.21 USD. To the right of the item list, there are buttons for 'View My Cart' and 'Checkout', both of which are highlighted with orange boxes. The 'Checkout' button is a dark gray, while 'View My Cart' is light gray. Below the dropdown, the total '22.21 USD' is displayed again.

New supplier information goes in the Internal Notes. Click on the pencil icon to edit the section.

The screenshot shows the 'Internal Notes and Attachments' section. It has a title bar with a pencil icon and three dots. Below the title bar, there are two sections: 'Internal Note' and 'Internal Attachments'. The 'Internal Note' section shows 'no value'. The 'Internal Attachments' section has an 'Add' button.

It is also helpful to attach a quote, invoice, or any other relevant documentation, except a W9. A W9 is not needed at the time of requisition submission, but will be needed prior to payment being made.

W9's can be submitted to the Controller's office secure dropbox:

<https://controller.vt.edu/resources/accountspayable/dropbox.html>

In order to avoid delays processing the PR, the Procurement Department requests that the following information is provided to set up the New Supplier:

For Vendors

Put the following in the internal notes:

- Vendor name.
- Address.
- Phone and fax number - **many HokieMart orders are faxed to suppliers.**
- And if available, the FIN or banner id (each separated by a semi colon).
- If using a supplier website, provide the website address.

Click **Save** and complete the PR.

For an Individual or Student

If the vendor/supplier is a VT faculty, staff or student please put the following in the internal notes:

- First and last name (middle initial when available).
- Address.
- Banner ID Number with the first 3 digits masked (XXX-456-789).
 - If the individual is a student only the last 4 of the banner ID should be provided.

Example:

Edit Internal Notes And Attachments

Internal Note

Internal Note

General Office Supply
123 Main St
Christiansburg, VA 24073
P: 540-382-1234
F: 540-382-5678
Email: sales@officesupply.com

880 characters remaining expand | clear

Save Close

Due to PII policies, NEVER include social security numbers in the Internal Notes.

Click Save and complete the PR.

New Supplier /Vendor Follow Up

The Vendor Team will add the new supplier if needed.

If the address already exists, the Vendor Team will select the supplier and may add a comment advising the user. The supplier will now be available for future use.

If the PR does not include the above supplier information, the PR will be rejected advising the department of the required information. The requestor will then need to copy the cart to a new cart and add all of the required information.

After the Procurement Department adds the new supplier, the PR will proceed through the approval workflow.