

Best Vendor

When a department knows the item(s) that need to be ordered but are unsure of a supplier, a buyer in the Procurement Department can process the purchase order. In order for the purchase requisition to be routed to Procurement, choose **Best Vendor** as the supplier. When using Best Vendor, be sure to provide a detailed description of what you're purchasing and list an appropriate contact in your department for the Buyer to discuss your needs.

Best Vendor requisitions must be entered on a Non-Catalog form. Enter in your line-item information and best estimate of the price.

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

The screenshot shows the 'Add Non-Catalog Item' form. At the top, there's a header bar with the title and a close button. Below it, the 'Existing Supplier' section has a search bar with 'Best Vendor' entered and a dropdown menu also showing 'Best Vendor'. The 'Fulfillment Address' section shows a dropdown menu with 'Order Address 1' selected, which points to 'VT Purchasing Dept, Blacksburg, Virginia 24061 United States'. The 'Item' section is a table with columns: Product Description (with a 254 character limit), Catalog No., Quantity, Price Estimate, and Packaging (set to 'EA - Each'). At the bottom right are 'Save', 'Save And Add Another', and 'Close' buttons. A legend indicates that a star symbol denotes required fields.

Product Description ★	Catalog No.	Quantity ★	Price Estimate	Packaging
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA - Each

Complete the requisition.