

QG-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 and will process the purchase order (PO). In order for the purchase requisition (PR) to be electronically delivered to Procurement, choose **Best Vendor** as the supplier.

From the Main Screen of HokieMart:

- Choose Non-Catalog form.
- Click “choose supplier.”
- Type “Best Vendor” in the Supplier Name field.

Procurement will appear as the sole choice.

The screenshot shows a web form titled "Non-Catalog Item" with a search bar containing "Best Vendor". Below the search bar, the supplier name "Vt Purchasing Dept, Blacksburg, VA 24061 US" is displayed. The form includes a table with columns for Product Description, Catalog No., Quantity, Price Estimate, and Packaging. The Packaging dropdown menu is set to "EA - Each". At the bottom of the form, there are three buttons: "Save and Close", "Save and Add Another", and "Close".

- Complete the PR.
- Follow the instructions for Requisition and Purchase Order Follow-up.

Note:

This is the only form where the dollar amount on the PRs may be equal to zero (\$0.00).

If the PR is for a term contract, the department will also select the **Best Vendor** supplier. A PR will then be created in Banner. The Procurement Department will use this PR as authorization to proceed with the contract process. The PR is usually cancelled after the contract has been established.