

## 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.

**Add Non-Catalog Item**

Existing Supplier

Best Vendor

Best Vendor

Fulfillment Address

Distribution Methods

Order Address 1 - VT Purchasing Dept, Blacksburg, Virginia 24061 United States

Item

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

254 characters remaining

★ Required fields

Save Save And Add Another Close

Complete the requisition.