

Suggesting a New Supplier

Introduction

If the supplier you wish to use is not listed in Financials.SMU, you have the option to suggest a new supplier for approval.

New Supplier Suggestion

1. When creating a new requisition item, click on the **Suggest New Supplier** link.
2. Enter information for the new supplier in the form that appears.
3. Click **OK**.
4. The supplier will be added to the item.
5. Continue entering the requisition as usual.

Special Requests ?
Enter information about the non-catalog item you would like to order.

Item Details

*Item Description	Delivery Van	*Currency	USD
*Price	23245	*Unit of Measure	EA
*Quantity	1	Due Date	
*Category	M545		

Supplier

Supplier ID	
Supplier Name	
Supplier Item ID	

Manufacturer

Mfg ID	
Manufacturer	
Mfg Item ID	

Suggest New Supplier

Suggested Supplier

Supplier Name SHARP MITSUBISHI-FUSO

Contact Name Dan Sharp

Address Information

Country USA United States

Address 1 111 N. CENTRAL EXPRESSWAY

Address 2

Address 3

City DALLAS

State TX Postal 75275

Phone Information

Phone Type Business Phone Prefix 214

Telephone 5552121 Ext 123

Comments

254 characters remaining

OK Cancel