1. Search for a Preferred Vendor

Delivery Priority: 01
Preferred Vendor: 
Competitive: No
PO Event Type: Other

2. Use the Search fields to enter the vendor’s name click “start search” and choose the vendor from the list then click “ok”.

3. Click on “add item” button and choose the “With Free Description” option.

4. Select the Product Category that best describes the item being purchase.

5. Click on the “details” button to view the item overview tabs.

6. From the Item Overview tab, click on the “Source of Supply/Service Agents” tab.
7. The list of contracts will display. Select the appropriate contract for the item being purchased. Contact Procurement Services if you are not sure of which contract to select. Repeat the same steps for the other lines of the Shopping Cart.

8. **NOTE:** If there is only one contract for the Product Category or Product ID, the system will select it automatically. Please check the Shopping Cart line(s) to check if a contract has not been assigned automatically. Click on “Remove Assigned Supplier” if this is not the supplier requested.

9. The Preferred Supplier will be cleared.

10. Enter the Supplier Number as previously entered in Step 1 of the Shopping Cart. Repeat the process for all the other lines of the Shopping Cart.

11. Check the certification box of the Shopping Cart.

12. Order the Shopping Cart once all required information has been entered.