

# How to Enter the Suggested Vendor Information.

Once you have entered the Requisition Add on the PeopleSoft/Oracle Financial you will see the following screen. All requisitions must have a suggested vendor to be processed. If the requester has no suggestions on a source that can provide the goods or services, he/she should contact the end-user for assistance. Purchasing will be glad to assist in this process, but will need detailed information (described below) from the end-user before a request can be entered.

For those requisitions with existing vendors, the process is as follows:

Click the [Header Defaults](#) link.

Form | [Schedule](#)

Unit: LEETX Req ID: NEXT 'Req Date: 02/15/2006 Origin: REQ  
'Requester: MSPARKES Sparkes, Mike Hold From Further Processing  
Status: Open Budget Status: Not Chk'd Accounting Date: 02/15/2006 Currency: USD Dollar

Line	Item ID	Description	Req Qty	'UOM	Category	Price	Ship To	Status
1			0.0000			0.00000	MAIN	Active

Total Amt: 0.00 USD Total Base Amt: 0.00 USD

'Go to: [Header Defaults](#) [Header Comments](#) [Item Search](#) [Item Detail](#) [Line Defaults](#) [Line Details](#)  
[Copy From](#) [Catalog](#) [Line Comments](#) [Sourcing Controls](#) ...More...

Save Notify Refresh Add Update/Display

Form | [Schedule](#)

## Header Defaults

Unit: LEETX Req ID: NEXT

### Default Options

Default  Override

### Item Defaults

Vendor:   Location:

[Vendor Lookup](#)

Buyer:

Ship To: MAIN  Main Campus

Due Date:   Category:   UOM:

Distribute by:

SpeedChart:

### Distributions

[Details](#) [Asset Information](#)

Dist	Percent	GL Unit	Account	Oper Unit	Fund Code	DeptID	Program
1	<input type="text"/>	LEETX <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	211150000 <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>

[One Time Address](#)

Click the

## Look Up Vendor

SetID: LEETX

Vendor ID:  begins with

Short Vendor Name:  begins with  WALM

[Basic Lookup](#)

If the suggested vendor appears in the search results, you may pick them by clicking the name. If it doesn't appear here, you will need to add a new vendor. New Vendor adding is explained later in this procedure.

Enter the Suggested Vendor's Name or the first few letters

## Search Results

[View All](#)

Vendor ID	Short Vendor Name	Name 1	Name 2	Our Customer Number	Old Vendor ID
<a href="#">0000000011</a>	<a href="#">WALMART-001</a>	<a href="#">Wal-Mart</a>	(blank)	(blank)	(blank)
<a href="#">0048765</a>	<a href="#">WALMSLEY,A-001</a>	<a href="#">April Walmsley</a>	(blank)	(blank)	(blank)



