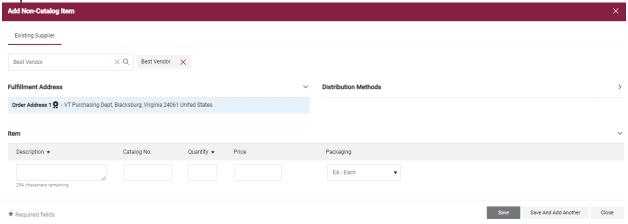
Quick Guide: Best Vendor

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 (PO). In order for the purchase requisition (PR) to be electronically delivered to Procurement, choose **Best Vendor** as the supplier. When using Best Vendor be sure to provide a detailed description of what you are purchasing and list an appropriate contact in your department for the Buyer to discuss your needs.

From the Main Screen of HokieMart:

- Open a Non-Catalog form
- Type "Best Vendor" in the Supplier Name field

The selection of the Fulfillment Address will default to VT Purchasing (Procurement) Department.



Complete the PR.