
PURCHASING USER MANUAL	1
ADDING A NEW VENDOR TO A PURCHASE ORDER	1
INTRODUCTION	1
TO ADD A NEW VENDOR TO A PURCHASE ORDER	1

PURCHASING USER MANUAL

ADDING A NEW VENDOR TO A PURCHASE ORDER

INTRODUCTION

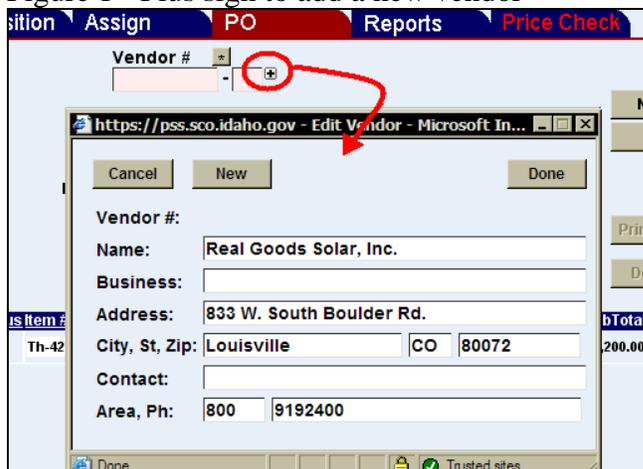
Purchasers have the option of selecting a vendor from the purchase order vendor look up or adding a vendor that is not yet on STARS. The purchaser will be able to print a W9 form along with the purchase order to send to the vendor. NOTE: The State Controller's Office will upload the W9 form to the Purchasing application to make it available to all agencies. However, a vendor cannot be added once the purchase order is approved or ordered.

TO ADD A NEW VENDOR TO A PURCHASE ORDER

After selecting the requisition items:

1. Click the plus sign next to the vendor suffix field to enter a new vendor name and address.
2. Click **New**.

Figure 1 - Plus sign to add a new vendor



3. Enter the vendor's **Name**, **Business** name, **Address**, **City**, State (**St**), **Zip** code, **Contact** name, and Phone Number (**Area, Ph**). Enter the phone number *without* a hyphen.
4. Click **Done**.

5. When printing a purchase order (**Print Preview**), select the purchase order and the W9 form.

Figure 2 - Print W9

