

Suppliers

Adding a Suggested Supplier

When adding a new supplier, use the “Suggest New Supplier” feature located on the Create Requisition screen. For each new line item, click on “Suggest New Supplier” and complete the Supplier Name before moving on to the next line or clicking save. The instructions are located in the [Requisitions in ePro 9.2 documentation](#).

Selecting a Supplier

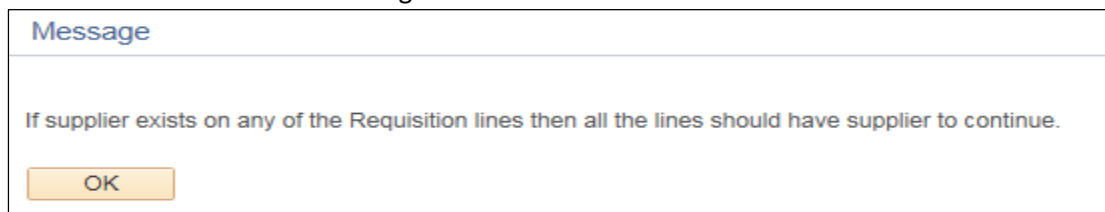
Business Support Services has established a shared vendor file that is used by all UNT System component institutions.

Supplier IDs that begin with “H” will be removed once pending payments are finalized. Do not select supplier IDs that begin with “H”. When given the option of two vendor numbers, always select the one that does not contain an “H”.

Suggested Supplier Error Message

If you receive the error message below when using a suggested vendor, follow the steps provided to ensure successful completion of the requisition.

1. Click **OK** to clear the error message.



2. Click the **Description** for appropriate Line on the **Edit Requisition – Review and Submit** screen.
3. Review the **New Requisition** section of the **Edit Requisition** screen.
4. Take note of whether **Suggested Supplier** information is included.
5. Click **Apply** to return to the **Edit Requisition – Review and Submit** screen.

The screenshot displays the 'Edit Requisition' interface. The top navigation bar includes 'Favorites', 'Main Menu', 'Employee Self-Service', 'Procurement', and 'Requisition'. The user is logged in as 'mki0001 on FSTSTU (easapp12) - 03/28/2016 14:50:46'. The main content area is titled 'Edit Requisition' and includes a 'Welcome Business Services-Gen' message. A 'Request Options' dropdown is set to 'All'. The 'New Requisition' section contains the following fields:

- *Goods/Service Description: Dell Desktop
- Quantity: 1
- *Unit of Measure: EA
- Amount: 1000.0000
- *Currency Code: USD
- *Category: 204-52
- Supplier ID: [empty]
- Supplier Name: [empty]
- Suggested Supplier: Computer Sales (circled in red)
- Quote Number: [empty]
- Beginning Date: [empty]
- Quote Date: [empty]
- Date of Completion: [empty]

Below these fields is an 'Additional Information' section with a text area and three checkboxes: 'Send to Supplier', 'Show at Receipt', and 'Show at Voucher'. An 'Apply' button is located below the checkboxes. The bottom section, 'Accounting Lines', shows a table with the following data:

Line	Description	Quantity	Price	Amount
1	Dell Keyboard	1	150.0000	150.00

6. Skip to Line 10 if the **Suggested Supplier** information is included.

7. Click the **Line Details** icon  if the **Suggested Supplier** information is not included.

Enterprise Information System | mkl0001 on FSTSTU (easapp12) - 03/28/2016 14:50:46

Edit Requisition - Review and Submit

Review the item information and submit the req for approval.

My Preferences

Requisition Summary

Business Unit: SY769 | Univ. of North Texas System | Requisition Name: Computer
 Requester: E92200 | Business Services-Gen | Requisition ID: 000007292
 *Currency: USD | Priority: Medium

Cart Summary: Total Amount 1,170.00 USD
 Expand lines to review shipping and accounting details

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Bid Tab	Delete
1	Dell Desktop			1.0000	Each	1000.0000	1000.00				
<p>Shipping Line 1</p> <p>*Ship To: USB 135 Address: 2310 N. I-35E, Denton, TX 76201 Attention To: Business Services-Gen Due Date:</p> <p>Accounting Lines</p>											
2	Dell Keyboard			1.0000	Each	150.0000	150.00				
<p>Shipping Line 1</p> <p>*Ship To: USB 135 Address: 2310 N. I-35E, Denton, TX 76201 Attention To: Business Services-Gen Due Date:</p>											

8. Click the box next to **RFQ Required**.

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Line Details

Line Details

No Image | Line 3 | Dell Mouse | Line Status: Open

Item Details

Merchandise Amount: 20.00 USD | RFQ Required
 Item ID: | Device Tracking
 Category: 204-64 | Zero Price Indicator
 Original Substituted Item Description: | Amount Only
 Physical Nature: Goods | Inspection Required
 Buyer: | Buyer Information
 Configuration Info

9. Click **OK**.

The screenshot displays the 'Line Details' form within the EIS Enterprise Information System. The breadcrumb trail at the top reads: 'Favorites > Main Menu > Employee Self-Service > Procurement > Requisition'. The system header shows 'EIS ENTERPRISE INFORMATION SYSTEM' and the session information 'mki0001 on FSTSTU (easapp12) - 03/28/2016 14:50:46'.

The main section is titled 'Line Details' and shows a table with one row:

No Image	Line	Description	Line Status
	3	Dell Mouse	Open

Below the table are several expandable sections:

- Item Details:** Includes 'Merchandise Amount' (20.00 USD), 'Item ID', 'Category' (204-64), 'Original Substituted Item Description', 'Physical Nature' (Goods), and 'Buyer'. Checkboxes include 'RFQ Required' (checked), 'Device Tracking', 'Zero Price Indicator', 'Amount Only', and 'Inspection Required'.
- Contract Information:** Includes 'Use Contract if Available' (unchecked), 'Contract ID', 'Version', 'Contract Line', and 'Category Line'.
- Supplier Information:** Includes 'Supplier ID', 'Supplier Location', 'Suggest New Supplier', 'Supplier Item ID', and 'Supplier's Catalog'.
- Manufacturer Information:** Includes 'Manufacturer ID', 'Manufacturer', 'Manufacturer's Item ID', and 'GTIN'.
- Sourcing Controls:** Includes 'Consolidate with other Reqs' (unchecked), 'Calculate Price' (unchecked), and 'Override Suggested Supplier' (checked).
- Custom Fields:** Includes 'Custom Character 1', 'Custom Character 2', 'Custom Date', and 'Custom Field 1' through 'Custom Field 4'.

At the bottom of the form are 'OK' and 'Cancel' buttons.

10. Move on to the next Line.

11. Repeat steps 2-10 for each Line item.

12. Continue to complete the requisition process as usual.