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](#).
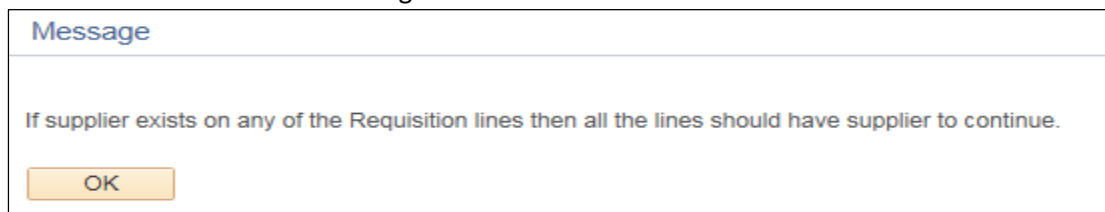
Selecting a Supplier

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.

Message
If supplier exists on any of the Requisition lines then all the lines should have supplier to continue.
OK

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.

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.

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

9. Click **OK**.

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.