

## Adding a New Supplier

In some instances, you may need to make a purchase from a supplier that is not yet registered in ShopBlue. To complete this purchase, you will have to take necessary steps to add the supplier.

### For Non-Catalog Orders

1. In the supplier field, enter “New Supplier”. Then select “New Supplier” (Figure 1).

**Non-Catalog Item** ? X

**Enter Supplier** new supplier  
New Supplier

Product Description Catalog No. Quantity Price Estimate Packaging  
EA

254 characters remaining expand | clear

Product Details

Add Internal Attachments

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin
- Energy Star
- Green

Save and Close Save and Add Another Line Close

Figure 1

2. After you have completed entering the items, you can proceed to checkout as normal.
3. During checkout, in the “Internal Notes and Attachments” tab, select “Edit” (Figure 2).

University at Buffalo | SHOPBLUE DALTON HOLLER 69.15 USD Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Internal Notes and Attachments - Draft Requisition

**Requisition**  
2018-07-13 daltonho 01  
Status: Draft  
Document Total: 69.15 USD  
What's next for my order?

Internal Notes and Attachments Document Actions History ?

Internal Note no note  
Comment 1 no value

Internal Attachments Add Attachments Size Attached on

Lines Selected Line Item Actions

**New Supplier**  
more info...  
Fulfillment Center 1  
US

Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
Items more info... Internal Note no note Comment 1 no value	12578	EA	13.83	5 EA	69.15 USD
Supplier subtotal					69.15 USD
Shipping and Handling charges are calculated and charged by each supplier. Shipping and/or Freight charges exceeding \$100 should be added as a Non-Catalog line item to your requisition.					
Subtotal					69.15
Total					69.15 USD

edit

Figure 2

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4. On the Internal Notes pop up, enter a note requesting to add the supplier. Select “Update” when finished (Figure 3).

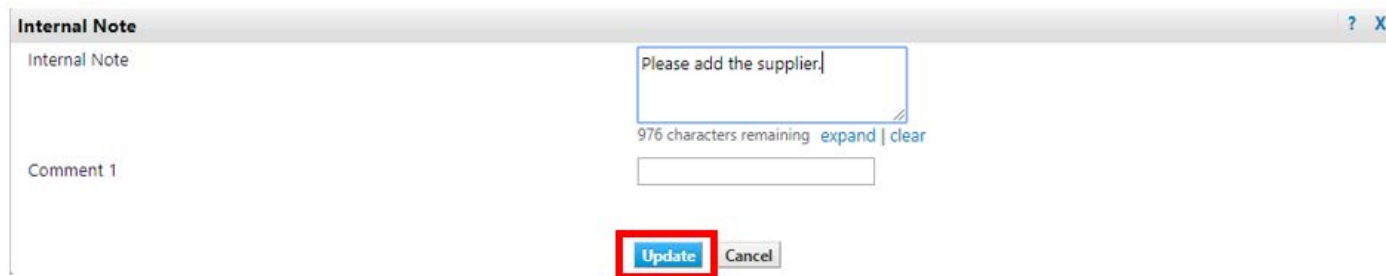


Figure 3

5. After you have added the note, select “Add Attachments” to attach the appropriate documents (Figure 4). *Note: the internal notes and attachments will only be seen by ShopBlue users and not by the supplier.*

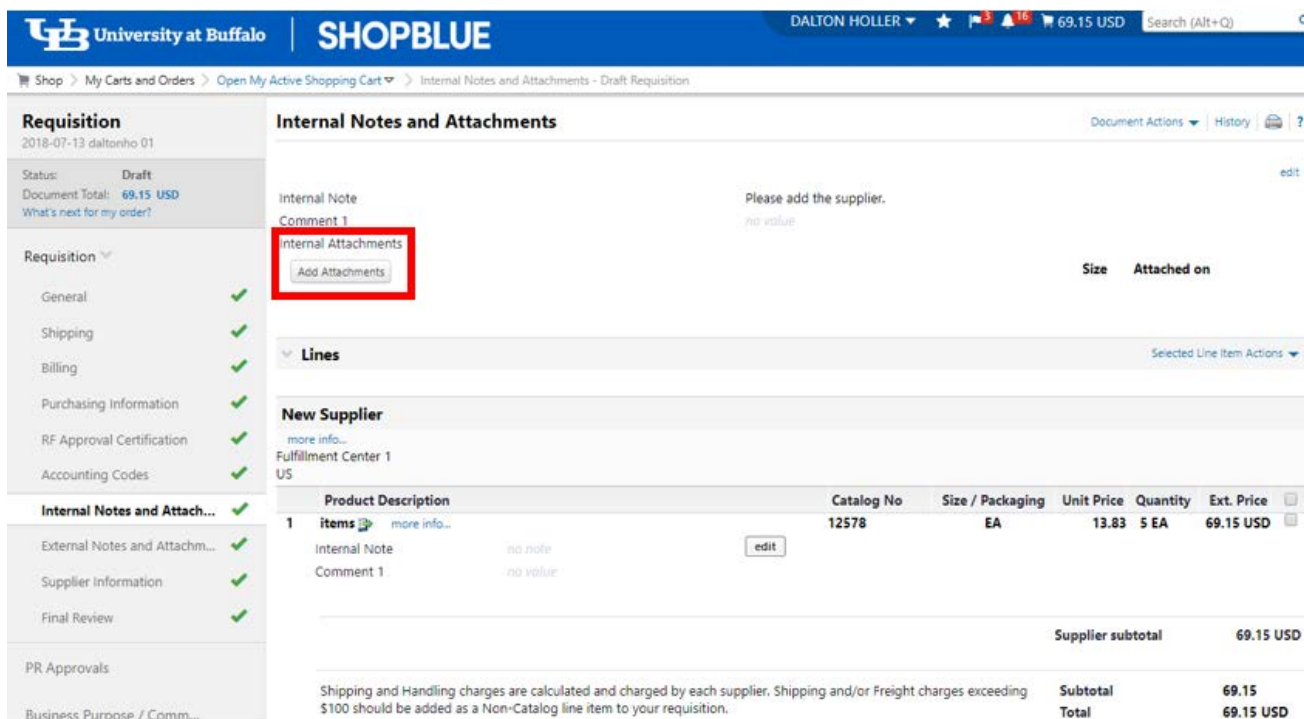


Figure 4

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- On the “Add Attachments” screen, click “Select files...” to add the appropriate documents. When complete, select “Save Changes” (Figure 5).

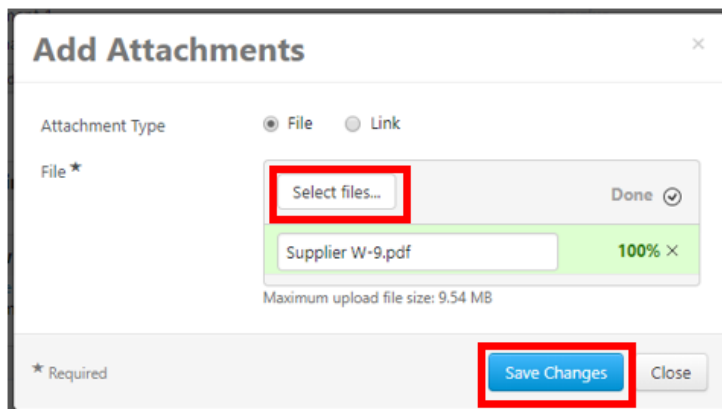


Figure 5

- After adding the appropriate notes and attachments, you can place the order as you normally would. The requisition will be routed to the appropriate party to have the supplier added (Figure 6).

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 items <a href="#">more info...</a>	12578	EA	13.83	5 EA	69.15 USD
Internal Note					
Comment 1					
					Supplier subtotal 69.15 USD

Figure 6