Completing a New Vendor Request
1. If a vendor is not available in PelliBiz, a New Vendor Request form must be submitted and approved before a requisition can be created.
2. Click on the New Vendor Request Sticker to open the form.
3. Follow the instructions at the top of the page to complete the form. Fields that are in bold are required.

4. After entering the required fields and any additional information, select Add and go to Cart in the Available Actions drop down menu and click Go.
5. After opening the cart:
   A. Shoppers click the Assign Cart button and assign it to the correct individual. This is the Shopper’s last step.
   B. Requestors will click the Proceed to Checkout button.
6. On the Shipping tab, click the edit button to complete the Shipping Address.
7. Enter a name in the field provided.
8. Click Save.
9. On the Accounting Codes tab, click the edit button to open the Accounting Codes box. It does not matter what Index or Account code you select for the New Vendor Request form because it is only sent to Purchasing. However, the fields must be populated before the requisition can be submitted.
10. Click select from profile values to access the Index codes.
11. Select an Index code from the drop down menu.
12. Click Select from all values to search for an Account code.
13. Search for an Account Code using the search box provided.
14. Select a code.
15. Click Save.
16. Once there are green checkmarks across the Task Bar, click Submit Requisition.
17. On the Requisition Information page, click the Approvals Tab.
18. Notice that the New Vendor Request goes directly to Form Approval (Purchasing).