Frequently Asked Questions Continued…

How Do I Look Up a Vendor and Add That Vendor to My Personal Value List When Creating a Text Order?

Creating a personal value list (PVL) of vendors who are frequently used but not in the Duke Marketplace is a great way to increase efficiency when working in Buy@Duke. If your vendor search returns multiple vendors, please contact Procurement at 919-681-1872 if you are unsure of which vendor to select.

1. From a Buy@Duke shopping cart, select the search box in the Supplier ID field to look-up a vendor. You can also enter the vendor number.

2. In the Supplier ID Search, enter the vendor name in Name 1. Use asterisks as a wildcard search. If the vendor does not display, use the same search in Name 2 as this field is used if a vendor has a DBA – Doing Business As – name. Select Search once information is entered.
Frequently Asked Questions Continued…

3. In the Results List, hover over the Supplier ID and right click the mouse to open a menu. From the menu, select Add to Personal Value List.

4. Double click the supplier number to return to the cart.

5. Select the search box in Supplier ID and you will now see the supplier added to your PVL.