Functions to Refine Carts Continued…

Special Handling: New Vendor

Buy@Duke users may request the addition of a new vendor to SAP, Duke’s system of ordering goods/services, accepting Purchase Orders, and paying invoices.

1. Before creating the shopping cart, obtain a Vendor Registration Forms Packet from finance.duke.edu or from Procurement by emailing procurement@duke.edu. Send the packet to the new vendor and ask that it be returned to you. You will need to attach information in this packet to the Buy@Duke shopping cart.

2. Select the Create Shopping Cart link to open a new page.

3. In the Approval Note field, indicate the shopping cart is being created for a new vendor. In Attachment Type, select Other to indicate that vendor registration information will be attached to the cart.

4. Create a Text Order as shown previously in this guide; however, since the vendor you want to use has not been assigned a SAP vendor number, leave the Supplier column blank.

5. In the Special Handling column, click on the drop down icon and select New Vendor from the resulting list.

   Note: In most browser screens, you will need to scroll to the right to view the column.
Functions to Refine Carts Continued...

6. Using **Notes and Attachments**:
   
a. Add a note in the **Internal Note** field indicating that this is a confirming order for the payment of an invoice.

b. Using the **Add Attachment** button, attach a scanned copy of the invoice.

1. As with all carts,
   
a. **Check** the cart to confirm there are no errors.

b. Shoppers will **Notify** their submitter that the cart is ready for review.

c. Submitters will **Submit Cart** into workflow for approval.