

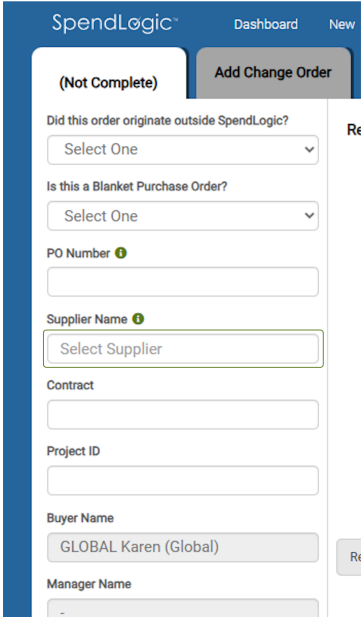
# Adding a New Supplier in your Documentation Folder

If your Supplier is not in your database and you need to add a new supplier, simply follow these steps.

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## STEP 1

### Click on Left Hand Block: Supplier Name

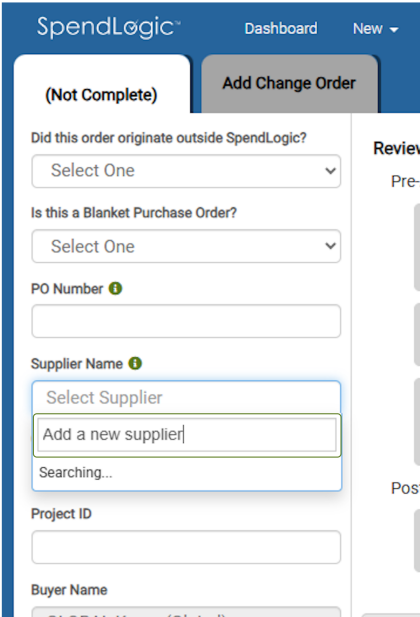


The screenshot shows the 'Add Change Order' form in the SpendLogic system. The form is titled '(Not Complete)' and 'Add Change Order'. It contains several fields: 'Did this order originate outside SpendLogic?' (dropdown menu), 'Is this a Blanket Purchase Order?' (dropdown menu), 'PO Number' (text input), 'Supplier Name' (dropdown menu with a green highlight), 'Contract' (text input), 'Project ID' (text input), 'Buyer Name' (text input with 'GLOBAL Karen (Global)' entered), and 'Manager Name' (text input). The 'Supplier Name' field is highlighted with a green border, indicating it is the focus of the current step.

## STEP 2

### Begin by typing the Supplier Name

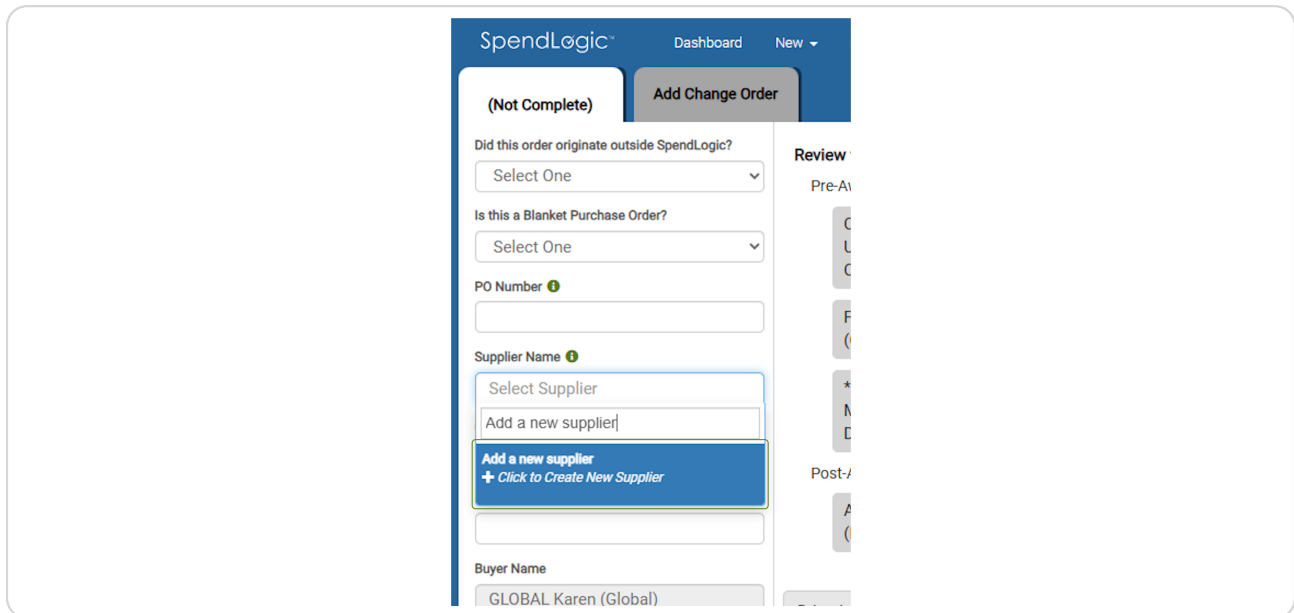
The tool will begin to populate Suppliers matching your entry.



The screenshot shows the 'Add Change Order' form in the SpendLogic system. The 'Supplier Name' field is now active, and a search dropdown menu is open. The dropdown menu contains the text 'Add a new supplier|' and 'Searching...'. The 'Supplier Name' field is highlighted with a blue border, indicating it is the focus of the current step.

### STEP 3

Click +Click to Create New Supplier if your supplier is not in your database

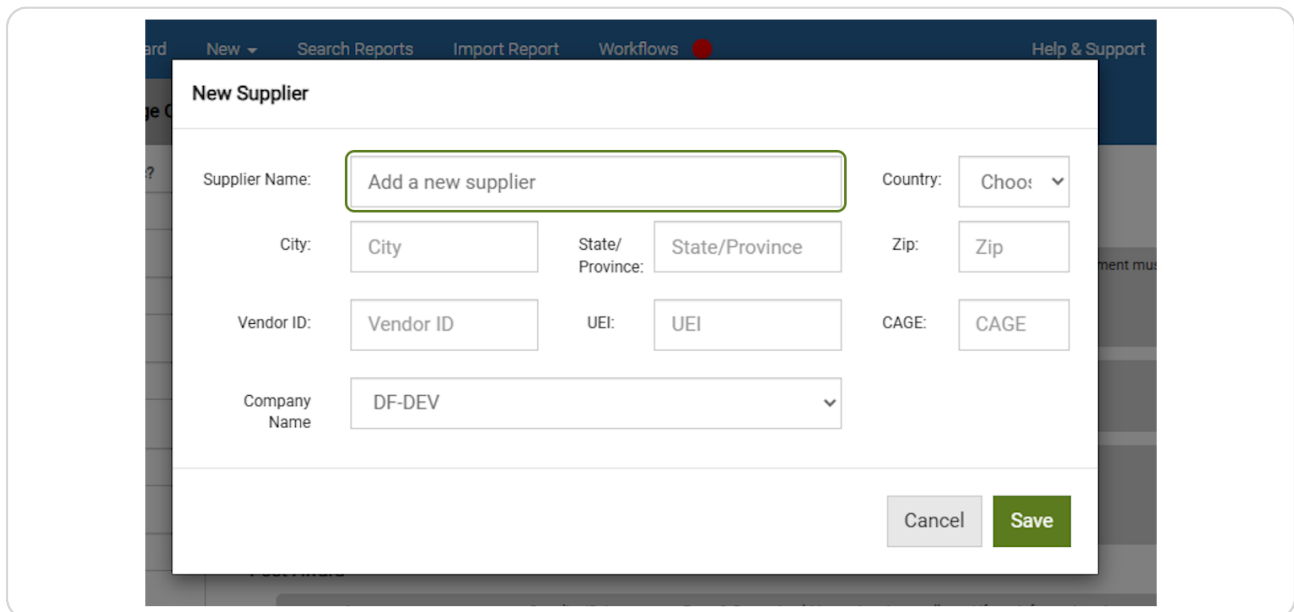


The screenshot shows the 'Add Change Order' form in SpendLogic. The 'Supplier Name' dropdown menu is open, displaying the option '+ Click to Create New Supplier' in a blue box. Other fields include 'Did this order originate outside SpendLogic?' (Select One), 'Is this a Blanket Purchase Order?' (Select One), 'PO Number', 'Buyer Name' (GLOBAL Karen (Global)), and a 'Review' section on the right.

### STEP 4

#### Enter the Supplier Name

HELPFUL HINT: Be sure to use the Supplier's full name and not just an acronym. You can include the acronym at the end of the Supplier's Name. For example, Science Applications International Corporation (SAIC).



The screenshot shows the 'New Supplier' form. The 'Supplier Name' field is highlighted with a green border and contains the text 'Add a new supplier'. Other fields include 'City', 'State/Province', 'Zip', 'Vendor ID', 'UEI', 'CAGE', and 'Company Name' (DF-DEV). There are 'Cancel' and 'Save' buttons at the bottom right.

## STEP 5

### Enter the remainder of information for the Supplier

The screenshot shows the 'New Supplier' form with the following data:

Field	Value
Supplier Name	Add a new supplier
Country	United States
City	City
State/Province	State/Province
Zip	Zip
Vendor ID	Vendor ID
UEI	UEI
CAGE	CAGE
Company Name	DF-DEV

## STEP 6

**Vendor ID:** If you already have a Vendor ID in your Supplier/Accounting System, enter that here. If you do not, this is a freeform text field and you can enter what you like in this field. You cannot duplicate Vendor IDs.

The screenshot shows the 'New Supplier' form with the following data:

Field	Value
Supplier Name	Add a new supplier
Country	United States
City	Chicago
State/Province	IL
Zip	60606
Vendor ID	New Supplier
UEI	UEI
CAGE	CAGE
Company Name	DF-DEV

## STEP 7

### Click on Save

The screenshot shows a 'New Supplier' form within a software application. The form is titled 'New Supplier' and contains the following fields and values:

Field	Value
Supplier Name	Add a new supplier
City	Chicago
State/Province	IL
Vendor ID	New Supplier
UEI	123456789
Company Name	DF-DEV
Country	United States
Zip	60606
CAGE	XXXXXX

At the bottom right of the form, there are two buttons: 'Cancel' (grey) and 'Save' (green). The 'Save' button is highlighted with a green border, indicating it is the next step in the process.