



The
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myPurchase

User guide for requisitioners

How to ... search for an existing vendor

myPurchase can be used to search for an existing vendor (supplier).

Anyone who has the requisitioner profile can search for an existing vendor using myPurchase.

REMEMBER: you don't need to add a vendor for items purchased using myCatalogue

What to do ...

Step 1 Log into your [MUSE](#) account and open *myPurchase* from the *Staff Applications* tab

Step 2 Click *Shop* on the myPurchase home page



Need help?

Email: mypurchasebase@sheffield.ac.uk

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Step 3 Add the item to your Shopping Cart using *Describe Requirement*

Describe Requirement

Description: *

Internal Note:

Product Category: FC01

Quantity / Unit: EA

Net Price / Currency: GBP

Delivery Date:

Complete each field with the required information

Step 4 Open the details section of the shopping cart and click on the 'Vendor' tab and the search icon

1 Select Goods/Service 2 **Shopping Cart (1 item)** 3 Complete and Order 4 Confirmation

◀ Previous Next ▶ Close Hold Check

Items in Shopping Cart

Details Add Item Copy Paste Duplicate Delete

Item No	Product ID	Description	Product Category	Product Category Description	Qty	Unit
• 0001		table	FC01	Furniture Purchase & Hire - Office	1	EA

◀ ▶ **Details for item 1 table**

Item Data Account Assignment Notes and Attachments **Vendor Details** Approval Process Overview

No vendor is assigned. Select one and assign it.

You may suggest a desired vendor to your departmental orderer.

Desired Vendor:

Click on the icon to open the vendor search screen

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- Step 5**
- To search for your desired vendor use **EITHER** the *Company name/Surname/UoS Department* field **OR** the *Postal Code*.
 - For example: if you would like to search for Office Depot, you would search for ***Office*** in *Company name/Surname/UoS Department* field (ensuring that a * is used at the beginning and the end of the word) and choose from the list which appears.
 - Click *Search*
 - The search screen will look like this:

The screenshot shows a software window titled "Preferred Vendor: General Value List". It features a search interface with several input fields and buttons. The "Company name/Surname/UoS Department" field contains the text "*office*" and is highlighted with a red rectangular box. Below it are fields for "First name:", "Vendor Number:", "Country Key:", "Postal Code:", "City:", and "Street:". A checkbox labeled "Restrict Number of Value List Entries To" is checked, with a value of "500" entered in the adjacent text box. At the bottom left, the "Start Search" button is highlighted with a red rectangular box, and a mouse cursor is pointing at it. To its right is a "Reset" button. Below these buttons is a "More Search Helps:" dropdown menu currently set to "Supplier". At the bottom right of the window are "OK" and "Cancel" buttons. The window also includes a "Hide Filter Criteria" button and a "Settings..." link at the top.

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- Step 6**
- Click on the grey square next to the vendor you want to use to select this option
 - Click OK to add this vendor to your shopping cart
 - If your desired vendor does not appear on the list, please fill out a [new vendor request form](#)

shop in 4 steps

Preferred Vendor: General Value List

▼ Hide Filter Criteria Settings...

Company name/Surname/UoS Department: [X] *OFFICE* [→]

First name: [◇] [] [→]

Vendor Number: [◇] [] [→]

Country Key: [◇] [] [→]

Postal Code: [◇] [] [→]

City: [◇] [] [→]

Street: [◇] [] [→]

Restrict Number of Value List Entries To 500

[Start Search] [Reset]

Vendor Num	Company/Surname/UoS Department	First Name	Street
10001	Office Depot		Guilbert House
10008	BIRKWOOD OFFICE SUPPLIES		EXETER STREET SOUTH
10305	East Pennine Office Equipment		Julian Road
10530	Direct Office Supply Company		Westgarth Place
10929	Southern Office Interiors Ltd		Chorley New Road
10971	Xerox Office Supplies Ltd		Po Box 4202

More Search Helps: [Supplier] [▼]

[OK] [Cancel]

Desired Vendor: []

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