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

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

![Describe Requirement Form]

- **Description:** Add a description of your item here
- **Internal Note:** Add a note to your departmental office to advise on tax code, quotes, attachments, or on-line orders.
- **Product Category:** FC01 - Furniture Purchase & Hire - Office
- **Quantity / Unit:** 1.000 EA
- **Net Price / Currency:** 15.24 GBP
- **Delivery Date:** 16.12.2011

*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

![Shopping Cart Details Screen]

- **Items in Shopping Cart**
- **Details for item 1 table**

*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*

Need help?
Email: mypurchaseubase@sheffield.ac.uk

how to guide- 0001
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:
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