



# CONFUSED ABOUT NEW VENDORS?

If you are entering a.....

<b><i>REQUISITION</i></b>	<b><i>CHECK REQUEST</i></b>
And the vendor is not found in Skyward.....	And the vendor is not found in Skyward.....
In Skyward, select “! A NEW VENDOR TO ADD” and place vendor information in the Requisition “Notes” section.	Before entering into Skyward, email Purchasing with Vendor’s information and we will set up the company/person and then notify you.