

# Create a New Vendor



After clicking on 'Request Non-Catalog Items, fill in the fields that have a red asterisk.

In the 'Supplier' field type 'Unknown' and then type the vendor that you would like to order from in the 'Memo' field.

Include the URL for the item to be ordered.

When the requisition has been approved and we receive it, we will create the new vendor in Workday.

Quantity\*

1

Unit of Measure\*

Each

Price

250.25

Subtotal \$250.25 USD

Other details to add

Supplier\*

UNKNOWN

Supplier Contract

Supplier Item Identifier

A4614

Memo

Fisher Scientific  
<https://www.fishersci.com/shop/products/isopropanol-optima-lc-ms-grade>

Add to Cart

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