*WinCap*WEB Requisitions – Adding Pending Vendor

Add a requisition, click on the purple ADD button

＋ Add Requisition

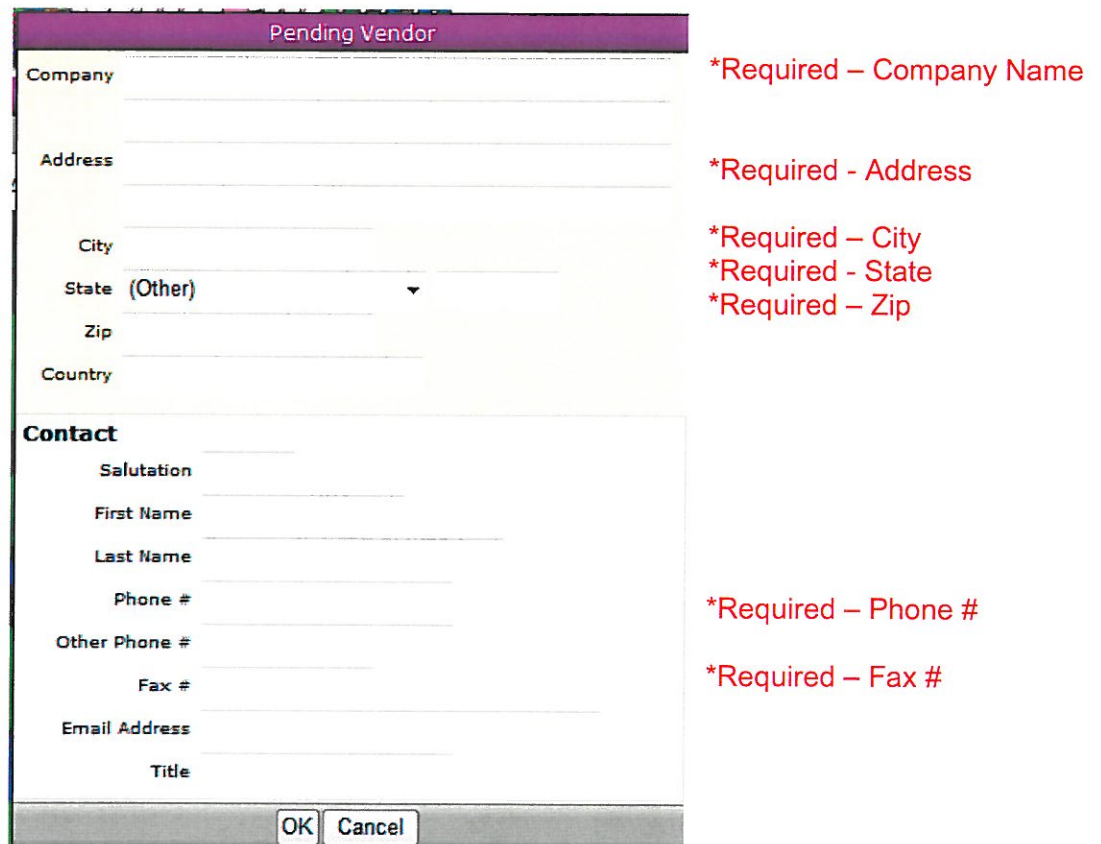This directs you to the Information Tab of the WEB Requisition.

At the top of the screen, a PO Description can be added if desired; otherwise, a PO description will default in based on the line items entered.

If you have one requisitioner ID, it will automatically default in (this is generated and synced from WinCap), if you have multiple, you will be required to select the appropriate requisitioner.

To add a Pending Vendor, select pending vendor

Vendor   [search] [select] [clear] [add pending]

When choosing to add a pending vendor, the following screen will pop up, and the appropriate information can be filled in:

Pending Vendor

Company — *Required – Company Name

Address — *Required - Address

City — *Required – City
State (Other) — *Required - State
Zip — *Required – Zip
Country

Contact
Salutation
First Name
Last Name
Phone # — *Required – Phone #
Other Phone #
Fax # — *Required – Fax #
Email Address
Title

OK Cancel

Once the Pending Vendor is entered, the vendor will appear as PEND:

Vendor   PEND

Proceed to enter a requisition as normal

** The Business Office will be reviewing and approving all pending vendors on a daily basis. Please make sure all of the required vendor information has been included in the pending vendor entry. If any of the required information is missing, the vendor will not be approved and your requisition will not be processed. WinCap will not allow a purchase order to be approved with a pending vendor.