Tip for the Day!

The **Vendor Item ID** field allows a Requester to enter specific product information regarding an item (i.e. Item or Part Number).

This is a 16-character field and should **only** include the specific alpha-numeric Vendor Item ID associated with the item. Additional text (such as ‘Cat #’ or ‘Product #’) is not needed and if preferred by the department, can be included in the Item Description field or Additional Information field.

Incorrect:

Correct: