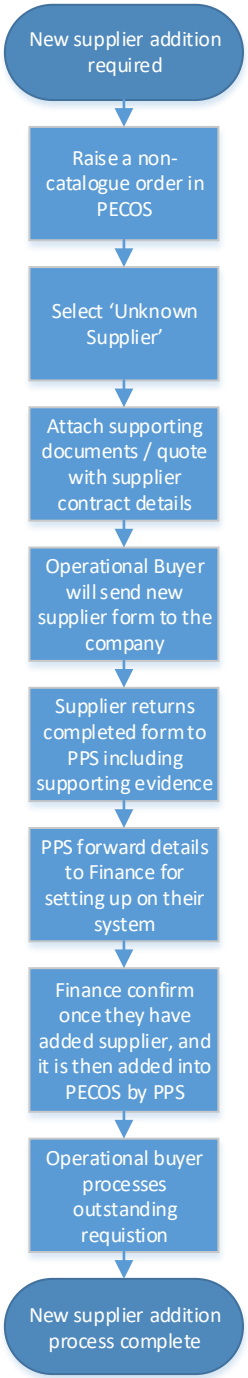
New supplier addition required
Raise a non-catalogue order in PECOS
Select 'Unknown Supplier'
Attach supporting documents / quote with supplier contract details
Operational Buyer will send new supplier form to the company
Supplier returns completed form to PPS including supporting evidence
PPS forward details to Finance for setting up on their system
Finance confirm once they have added supplier, and it is then added into PECOS by PPS
Operational buyer processes outstanding requistion
New supplier addition process complete