

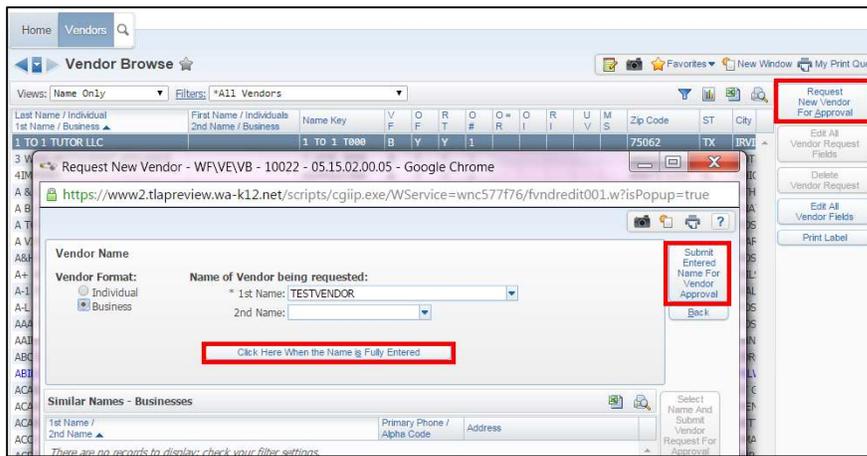
Submitting a Vendor Request

Menu Path: Web FM/Vendors/Vendor Browse

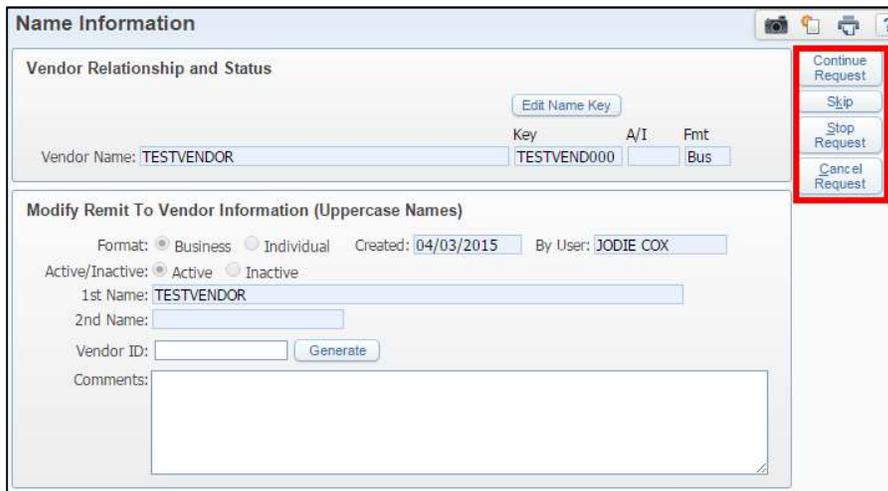
1. Click Request New Vendor for Approval button.
 - a. Set the Vendor Format radio button to Individual or Business.
 - b. Enter the new vendor's name in the 1st Name dropdown list, and select the Click Here When the Name is Fully Entered, link. *This will desensitize the "Submit Entered Name for Vendor Approval" button.

Note: If a similar name appears in the "Similar Names-Businesses" section, determine if the vendor is an existing or new vendor. If it is a new vendor, select the Submit Entered Name for Vendor Approval. If the vendor already exists, click the Cancel Request button.

2. If the vendor you are requesting is not listed in the Similar Names section, click Submit Entered Name for Vendor Approval button.



3. Click Continue Request. *You do not need to enter comments or a Vendor ID to continue.



4. You **DO NOT** need to enter any other information about this vendor just click **Continue Request** throughout the request until you can hit save.
5. Click OK to the pop up message.