

Vendors


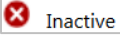
Quick Reference Guide

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This is the **Vendors** icon which is located on the left side of the AggieMart home page.

Checking if a Vendor is Active for Shopping

- 1) Click on the **Vendors** icon → Click **Manage Vendors** → Click **Search for a Vendor**.
- 2) Enter the vendor Name, or partial Name, in the **Search** box → Click **Go**.
- 3) In the search results → Click on the **Vendor Name** to view the **Vendor 360** details screen.
 - An **Active** icon  means the vendor is active for shopping.
 - An **Inactive** icon  means the vendor is not.

Requesting a New Vendor

- 1) Click on the **Vendors** icon → Click **Requests** → Click **Request New Vendor**.
- 2) Enter the **Vendor name** → Click **Submit**.
- 3) Instructions screen → Read the instructions → Click **Next**.
- 4) Answer the questions (required) → Click **Next**.
- 5) Review and Complete → Certification section → Click the **checkbox** to certify the information you provided is true and correct.
- 6) Click on **Complete Request**.
- 7) To check the status of your request: Click the **Vendor** icon → Click **Requests** → Click **My Vendor Requests** → Look at the **Registration Status**.