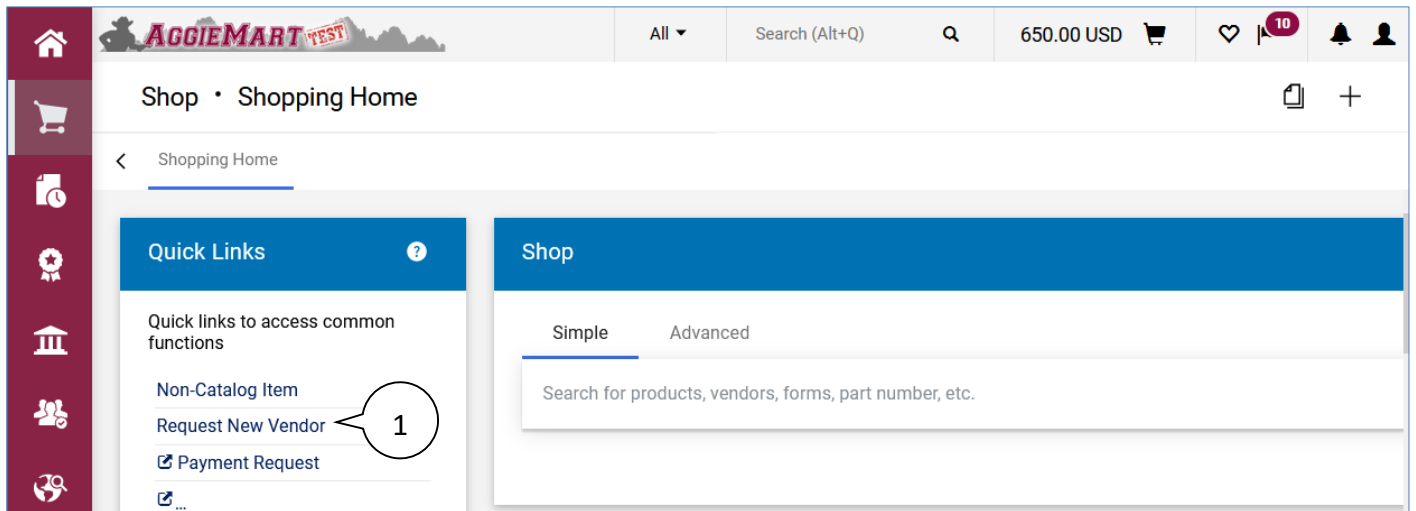


## Requesting a New Vendor



1. In the **Quick Links** section of the AggieMart home page → Click on **Request New Vendor**.

The **Request New Vendor** pop-up will be displayed.

The screenshot shows a pop-up window titled 'Request New Vendor'. It contains a dropdown menu for 'Select a vendor request form' with 'Departmental Vendor Request' selected. Below this is a text input field for 'Vendor name'. A callout bubble with the number '2' points to this input field. At the bottom of the form, there is a 'Submit' button and a 'Close' button. A callout bubble with the number '3' points to the 'Submit' button. A legend at the bottom left indicates that an asterisk (\*) denotes a required field.

2. Enter the **Vendor name**.
3. Click **Submit**.

The **Instructions** page will be displayed:

My Vendor Requests

**CS Store**

Template **Departmental Vendor Request**  
Request Status **Incomplete**

**Instructions**

Questions   
Requester Contact Inform...  
Review and Complete

**Instructions**

Please complete the questions and submit for approval

Print Request | History | ?

4 Next >

4. Click **Next**.

The **Questions - Company Overview** screen will be displayed.

My Vendor Requests

**CS Store**

Template **Departmental Vendor Request**  
Request Status **Incomplete**

Instructions  
**Questions**   
Requester Contact Inform...  
Review and Complete

Vendor Request Workflow

**Questions - Company Overview**

Print Request | History | ?

**Company Information**

Reason for Vendor Request \*  
Special equipment

Vendor Name \*  
CS Store

Vendor Contact First Name \*  
Joey

Vendor Contact Last Name \*  
Django

Vendor Contact Email Address \*  
user@nowhere.com

Vendor Phone Number \*  
505-555-5555

★ Required

< Previous Save Progress Next >

5

6

5. Complete all required fields.

6. Click **Next**.

Vendors ▶ Requests ▶ My Vendor Requests

My Vendor Requests

**CS Store**

Template **Departmental Vendor Request**

Request Status **Incomplete**

Instructions

Questions ✔

**Requester Contact Information**

Review and Complete

Vendor Request Workflow

**Requester Contact Information**

Requester Name: Your name will appear here

Requester Email: username@nmsu.edu

Requester Phone Number: +1 575-646-0000

Requester Department: FINANCIAL SYSTEMS ADMINISTRATION (530340)

Print Request | History | ?

< Previous 7 Next >

7. Your contact information is displayed under **Requester Contact Information** → Click **Next**.

My Vendor Requests

**CS Store**

Template **Departmental Vendor Request**

Request Status **Incomplete**

Instructions

Questions ✔

Requester Contact Inform...

**Review and Complete**

Vendor Request Workflow

**Review and Complete**

Print Request | History | ?

✔ Required fields complete

Section	Progress
Instructions	<span style="color: green;">✔</span> No Required fields
Questions	<span style="color: green;">✔</span> Required fields complete
Requester Contact Information	<span style="color: green;">✔</span> No Required fields

**Certification**

I certify that the statements and information in this request are true and correct to the best of my knowledge and belief.

★ Required

< Previous 9 Complete Request

8. Check the box to certify that the statements and information you supplied is true and correct.

9. Click **Complete Request**.

**Confirm** ×

Are you sure are ready to complete your new vendor request?

10 Yes No

10. Click **Yes** to confirm your submission.

### My Vendor Requests

Filter Vendor Requests

Requested Vendor, Template Name

Request Status  Approved  Rejected  Under Review  
 Incomplete  Returned  Completed

Include public Vendor request form?

Apply

1-9 of 9 Results 10 Per Page

Requested Vendor	Template	Request Status	Workflow Step	Workflow Assignee	Status Last Updated	Created	Vendor Profile	Registration Status	
CS Store	Departmental Vendor Request	Under Review	Vendor Request Approval	-	12/14/2020 10:14 AM	12/14/2020 9:45 AM		-	Actions

11. Your **Requested Vendor** shows in the queue and will be reviewed by Procurement Services.

AGGIE MART TEST

All Search (Alt+Q) 650.00 USD

Shop • Shopping Home

Shopping Home

Quick Links

Shop

Vendors

Manage Vendors

Approvals

Communication

Requests

Import/Export

Configuration Settings

Workflow Setup

Type to Search Vendors...

Request New Vendor

Search Vendor Requests

My Vendor Requests

12. To check the status of your vendor requests → Click the **Vendors** icon.

13. Click **Requests**.

14. Click **My Vendor Requests**.

The **My Vendor Requests** screen will be displayed.

**My Vendor Requests** ?

Filter Vendor Requests

CS

Request Status <sup>\*</sup>  Approved  Rejected  Under Review  
 Incomplete  Returned  Completed

Include public Vendor request form?

Requested Vendor <sup>△</sup>	Template <sup>△</sup>	Request Status <sup>△</sup>	Workflow Step <sup>△</sup>	Workflow Assignee	Status Last Updated <sup>▼</sup>	Created <sup>△</sup>	Vendor Profile	Registration Status	
CS Store	Departmental Vendor Request	Approved	Vendor Request Approval	-	12/14/2020 10:14 AM	12/14/2020 9:45 AM		Approved	<input type="button" value="Actions"/> <sup>▼</sup>

- 15. Search for the **Requested Vendor** (partial search terms are allowed).
- 16. Ensure all **Request Status** checkboxes are selected.
- 17. Look at the **Registration Status**.

You will receive email notifications once the vendor has completed registration and has been approved by Procurement Services.

Examples:

**NM STATE UNIVERSITY** **AGGIEMART** **TEST**

**RE: Gearhead Co. has Completed Registration**

Dear chris test,

Gearhead Co. has completed their registration information.

Thank You,  
 Chief Procurement Officer

New Mexico State University

**NM STATE UNIVERSITY** **AGGIEMART** **TEST**

**RE: Gearhead Co. has been Approved in Vendor Registration Workflow**

Dear chris test,

Gearhead Co. has been Approved in Vendor Registration Workflow

Thank You,  
 Chief Procurement Officer

New Mexico State University