How do I add a vendor who is not in YoMart?

Problem

I want to order from or pay a vendor that is not in YoMart.

Solution

You can add a vendor that is not found in YoMart.

1. You can use the Campus Dashboard: Vendor Investigator to confirm if a vendor is in Banner.
2. If the vendor is in Banner
   a. Send an email to Dawn Sturgill and ask her to add the supplier to YoMart
   b. She will review the vendor information and approve or deny the request
3. If the vendor is *not* in Banner
   a. Send the vendor a **Vendor Information Packet**
   b. Have the vendor return the Packet to you via **FileLocker**
      - **Email is not secure and should not be used to transfer confidential information**
   c. Once you receive the completed vendor packet, send it to Dawn Sturgill via **FileLocker**
   d. There will be a review of the vendor information and approval request to activate the vendor in YoMart
   e. An email will be sent to the user to let them know that the request was approved or denied

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