

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 [FileShare](#) (once logged in, click on the File Requests link to send them a link to return the packet to you)
 - **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 [FileShare](#)
 - 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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